

**University Archives  
South Caroliniana Library  
University of South Carolina**

**Records of the President  
Norman J. Smith  
1945-1952**

Note: The records for academic years 1944/45 to 1946-47 and 1948/49 are no longer extant.

**Biographical Note:**

Retired Rear Admiral Norman M. Smith was elected president of USC in 1944, and assumed his duties in 1945. A native of Williston, SC, Smith graduated from the US Naval Academy in 1906 and the Naval War College in 1926. His presidency was marked by friction with student veterans who objected to his military style of administration. During Smith's tenure, post-war enrollment jumped dramatically as veterans took advantage of the GI Bill, the School of Business Administration was established, and several new buildings were constructed. Upon his retirement, a scholarship fund was established in his honor from the accumulated salary he had declined to accept during his service as president.

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**Records of the President  
1947-1948  
(Norman Smith)**

**BOX 1 (1947-1948)**

**Advance Report on Enrollment.** Includes correspondence re: combining small course sections.

**Advertising Policy.** USC not allowed to advertise.

**Alumni.** Includes letter re: Class of 1892.

**Alumni Teachers and Administrators.** Includes lists of USC alumni working at the University, plans for reunion.

**Armed Forces:**

Air ROTC. Correspondence re: establishment of at USC.

Army Advisory Committee. Committee bulletins.

Army ROTC. Letter stating will not be activated at USC.

General. Reports re: Secretary of Defense, military establishment, universities.

Recruitment:

Air Force. Correspondence re: presentation to student body.

Army. Correspondence re: recruitment plans.

Marine Corps. Correspondence re: nationwide recruitment drive.

Naval Academy Candidates. Letter re: student.

Navy Civil Engineer Corps. Correspondence re: engineering graduates, copies of recruitment speeches.

Navy, David Taylor. Letter re: degree candidates.

Reserve Commissions, Faculty Members Holding. Includes correspondence re: call to active service.

**Associations:**

American Assn of University Professors. Letter re: meeting.

American Council on Education. Newsletters and reports.

American Society for Engineering Education. Letter re: meeting.

Assn of American Law Schools. Newsletter.

Assn of Governing Boards of State Universities. Correspondence re: meetings, surveys.

Assn of NROTC Colleges. Correspondence, tables, reports re: test scores.

National Assn of Deans and Advisors of Men. Letter re: membership.

National Assn of School of Social Administration. Letter re: annual meeting.

National Assn of State Universities. Correspondence re: committees, annual meeting.

National Collegiate Athletic Assn. Includes 1947 Association yearbook, news

bulletins, correspondence re: regulations.  
National Education Assn. Primarily newsletters.  
National University Extension Assn. Annual meeting program.  
SC Assn for Health, Physical Education, and Recreation. Correspondence re:  
Inter-Agency Committee.  
SC Assn of Collegiate Registrars. Re: meeting.  
SC College Assn. Correspondence and reports re: meetings.  
SC Education Assn. Correspondence re: convention.  
SC High School League. Includes correspondence re: membership, finances.  
SC State Employees Assn. Membership information.  
Southern Assn of Colleges and Secondary Schools. Correspondence includes  
questionnaire, library standards, deceased faculty.  
Southern Conference. Correspondence re: boxing tournament and regulations.  
Southern University Conference. Correspondence re: meeting arrangements.

## **BOX 2 (1947-1948)**

### **Awards:**

Bronze Star to Commander McCluer. Notification of award.  
Navy Award to University. Awarding of Mark of Commendation to USC for war  
service.  
United Service Organization. Awarding of certificate to USC.  
Victory and American Defense Medals to Veterans. Correspondence re: men at  
University who are eligible for medals.

### **Board of Trustees:**

Agenda. For 1947-48.  
Declaration of Policies. Copies of administrative policies.  
General. Primarily meetings, includes curriculum, chairmanship.  
Committees:  
Athletic. Primarily re: meetings.  
Executive. Letter re: members.  
Finance. Correspondence re: meetings.  
General. Primarily membership.  
Grounds and Buildings. Meeting.  
Joint Committee on Honorary Degrees. Correspondence and biographical  
information on nominees.  
Terms of Office. Note re: reelection and replacement of trustees.  
University Activities Committees. Includes salaries, law faculty.  
Meeting. Minutes and reports of.

**Books and Periodicals.** Includes correspondence re: subscriptions, promotional  
materials for new publications.

### **Budget 1947-48:**

Budget Request. For the President's Office.  
General. Primarily budget sheets.  
Operating Fund—Sections 71 and 72, General Appropriation Act.  
Correspondence re: banking.  
President's Office:

Budget. Letter re: departmental budget.  
Sources of Income. Lists of USC's income from various sources.  
Special 1946-47: Reserve Fund. Statement of receipts and disbursements.  
Salary Changes—Sect. 78, General. Correspondence re: policies.  
Section 73, General Appropriations Act—Fees. Correspondence re: increase.  
Supplies and Equipment (General Expenditures). Correspondence re: lamp bulbs contract.

**Building Program:**

Architects. Correspondence re: contractors; list of University buildings and their architects.  
Budget Request. Correspondence re: legislation and appropriations.  
Chapel. Correspondence re: restoration of Rutledge Chapel.  
Engineering Laboratory Building. Correspondence re: design of.  
FWA—Advance Planning Funds:  
    Addition to Petigru College, SC #38-P-114. Correspondence re: proposed additions and alterations.  
    Administration Building. Correspondence re: estimated costs.  
    Naval Engineering Laboratory. Status report.  
    Naval Ordnance and Gunnery Bldg—SC #38-P-27. Status reports.  
    Reconstruction of LeConte College—SC #38-P-31. Correspondence re: bids, plans.  
    Women's Dormitory—SC #38-P-29. Includes list of construction materials and work to be done.  
General. Correspondence, reports and financial plans for new construction and reassignment of building space.  
Law Building. Correspondence re: location, financing, architects, including history of Lafaye & Lafaye and their work.  
Monthly Progress Report. On construction projects.

**BOX 3 (1947-1948)**

Naval Science Buildings Legislation. Correspondence re: progress of.  
Procurement of Property (1945-1947). Correspondence re: gift of land and land for sale.  
Stadium. Correspondence re: bids, specifications, contracts, cost estimates.  
Surveys. On present and future space requirements.

**Buildings and Grounds:**

Assignment of Space. Correspondence with faculty and administrators re: space needs.  
Disposal of Trash on Campus. Letter re: cleaning up.  
Disposal of Used Furniture. Letter re: sale of.  
Dormitory Assignment. Correspondence includes individual students, waiting list, preferential treatment for athletes.  
Faculty Residences. Includes heating, repairs, vacancies.  
General. Correspondence includes dorm furniture, storage space.  
Heating Plant. Correspondence and contract re: repairs and additions.  
Maintenance and Upkeep of Athletic Facilities. Correspondence and reports re:

repairs, maintenance, costs.

President's Residence. Possible purchase of new house for president.

Repairs and Alterations. Repairs needed, repair fund, cost estimates.

Use by Others:

Allen University. Use of stadium.

American Legion, State Convention. Use of Field House.

Benedict College. Use of stadium.

Eastern Star. Use of Field House.

High Schools. High school football games on Melton Field.

National Sports Syndicate, Inc. Use of stadium.

Organized Naval Reserve. Use of NROTC Armory.

Palmetto Girl's State. Meeting on campus.

Post 55, American Legion. Use of Field House.

Richland Post American Legion. Use of Melton Field.

SC Colored Fair Assn. Use of stadium.

Stadium. List of rental income.

**Calendar of University Events, 1948-49.**

**Catalog, 1947-48.** Correspondence re: information for catalog.

**Catalogs Mailed.** Requests for, from prospective students and organizations.

**Chase, Dean John A.** Letter re: matters that need attention.

**Classes, Scheduling of.** Memo to faculty.

**Clean Up Day 1948.** Memo announcing.

**Colleges and Universities:**

Canton University. Correspondence re: exchange program and visit by president.

State Agricultural and Mechanical Colleges. Dorm construction.

Tax Exemption of. Letter re: legislation.

**Columbia Churches.** Correspondence re: Trinity Church and pastor.

**Commencement.** Correspondence re: returning to prewar schedule.

**Commencement, Baccalaureate Preachers.** Includes list of from 1928-1947.

**Commencement, June 1948.** Arrangements for.

**Conference of State College Presidents of SC.** Correspondence Re: meeting to discuss legislation.

**BOX 4 (1947-1948)**

**Democratic Party.** Correspondence re: status in SC.

**Departments and Schools:**

Anthropology. Letter re: funding for project.

Arts and Science Curriculum. Report on strengths and weaknesses.

Athletics. Correspondence includes staff and salaries.

BAM Club. Includes report on membership and finances.

Bible. Correspondence re: religious activities and instruction at USC.

Business Office. Correspondence re: invoices.

Business Research, Bureau of. Proposal for.

Caroliniana Library. Correspondence includes acquisitions, library building.

Chemistry. Correspondence re: faculty.

Education, School of. Correspondence re: grant-funded teacher education

workshops.

Engineering, School of. Correspondence includes professional associations, Navy training films, report on improvements.

Engineering Laboratory Equipment. Correspondence and lists of.  
English. Correspondence re: faculty and coursework.

Extension Division:

- Audio Visual Aids Bureau. Inquiries into using films in schools.
- Correspondence Course. Inquiries into taking correspondence courses.
- Extension Course. Correspondence re: courses on various topics.
- Evening School Classes. Correspondence re: faculty dissatisfied with pay for evening courses.
- General. Correspondence re: work at other schools.
- Radio Broadcasting. Correspondence re: "America's Town Meeting on the Air."
- Short Course. Announcement of driver training course and possible police school.

Information Office. Table showing number of inquiries in a week.

Geology. Includes suggestions for promoting departmental policy.

Geologist, State. Correspondence re: Taber's retirement as; need for successor.

Graduate School. Correspondence re: students.

History. Correspondence re: staff changes.

Hygiene. Need for additional faculty.

Infirmary. Correspondence re: equipment and inquiries to other school re: their infirmaries.

Journalism. Correspondence re: staff and equipment.

Law School. Correspondence includes inadequate law library, summer term.

Law School Review. Correspondence on the need for law students to publish.

Music. Director's mother's illness.

McKissick Library.

- General. Primarily acquisitions.
- Gifts to. Correspondence re: monetary gift.
- Reclassification Project. Correspondence and reports on switching library classification system.
- Teacher and Library Training Program. Request for funding.
- Wilson-Tauber Survey. 1945-47. Correspondence re: proposed survey of University libraries.

Marshal's Office. Request for additional personnel.

Mathematics. Correspondence includes need for more staff.

Naval Training Units:

- General. Includes lists of students.
- Naval Science and Tactics. Primarily lists of staff members.
- NROTC. Correspondence includes summer cruise, personnel, enrollment, selective service.

News Service. Primarily job referrals.

**BOX 5 (1947-1948)**

- Personnel Bureau. Correspondence re: testing.
- Pharmacy, School of. Correspondence re: pharmaceutical survey, school applicants.
- Physical Education. Correspondence re: space and repair needs.
- Physics. Primarily re: coursework in nuclear physics.
- Political Science. Correspondence includes speaker, Tennessee Valley Authority.
- Post Office. Re: distribution of notices.
- Public Administration, Bureau of. Includes 1946-47 report, news releases.
- Registrar's Office. Correspondence includes setting registration dates, transfers.
  - Machine Records Service. Primarily re: staffing and organization.
  - Placement Bureau. Correspondence re: placing graduates in various jobs
    - Openings, annual report.
  - Placement Bureau, Complaint. Re: status of organization of.
- Social Work, School of:
  - Accreditation of. Correspondence re: recommendations and curriculum.
  - General. Primarily bulletins re: program activities and demand for social workers.
- Stewards Hall. Letter re: inspection.
- Student Affairs, Director of. Includes proposal for full time director.
- Summer School. Includes summer school committee minutes.
- Summer Session 1948. Correspondence includes length of session, law summer school.
- Swimming Pool. Use and administration of.
- Telephone Exchange. Report on efforts to obtain switchboard.
- University Depository. Financial information.
- University Photographic. Request for state's report.
- University Press. Correspondence and recommendations re: operation of.
  - Publications. Correspondence re: textbooks and pamphlets.
- University Stores.
  - Bookstore. Correspondence re: procedures and inventories.
  - General. Correspondence and report re: operation of canteen, laundry and valet service, bookstore.
  - Wade Hampton Café. Inspection of.
- YMCA. Annual report.
- YMCA Religious Emphasis Week. Correspondence re: speakers.
- YWCA. Annual report.
- Employment Application Blank.** Correspondence re: changes in.
- Engineering Experiment Station USC.** Proposal for.
- Enrollment:**
  - Applications Declined. Correspondence re: number of students declined admission.
  - General. Statistics on.
  - Non-High School Graduates. Correspondence re: admission of.
  - Out of State Students. Correspondence re: admission of.

Veterans. Statistics on new veterans enrolled.

**Faculty and Staff:**

Administrative:

Administrative Absences. Reports of employee absences.  
Appointments. Job offers.  
Appointment Withdrawals. Offer and withdrawal of, for secretarial position.  
Budget Commission, Report to. Report and correspondence re: salary changes.  
Classification Committee Report. Report on positions, salaries, recommendations.  
Contract Form Letters. Correspondence and copies of faculty contracts.  
Dormitory Hostesses. Letter re: cuts in.  
Ferguson, S.A. Hiring of.

**BOX 6 (1947-1948)**

General. Correspondence re: changes in administrative staff.  
Gilland, W. Flinn. Correspondence re: duties, salary, job dispute, resignation.  
In-Service Training. Correspondence re: improving teaching effectiveness.  
Leaves of Absence. Requests and approvals.  
Offers Declined. Correspondence declining USC job offers.  
Regulations. Correspondence and memo re: regulations on leave and holidays.  
Resignations. Correspondence regarding. [arranged alphabetically]  
Sick Leave. Reports of.  
University Engineer. Meeting excerpts re: Sumwalt's appointment as, and salary.  
Advance Faculty and Staff Needs 1947-48. Correspondence and questionnaire re: expected or proposed changes. [arranged alphabetically by department]  
Advance Faculty and Staff Needs 1948-49. Correspondence re: proposed changes. [arranged alphabetically by department]  
Instructional:  
Absences. Requests for.  
Childs, Arney R. 1945-48. Correspondence re: residence, salary, Ravenel Diary project.  
General. Includes lists of new staff, correspondence re: salaries.  
Grants-in-Aid. Correspondence re: approving aid for research project.  
Leave of Absence. Recommendations, requests, policy. [arranged alphabetically]  
Manual and Handbook. Inquiry into existence of.  
New Appointments. Job offers. [arranged alphabetically]  
Offers Declined. Correspondence declining USC job offers. [arranged alphabetically]  
Part-time Assistantships. Requests and authorizations for student



assistants.  
Plant Force. Letter re: ID tags.  
Reappointments. Notifications of. [arranged alphabetically]  
Resignations. [arranged alphabetically]  
Retirement. Correspondence and policy re: faculty retirements. [arranged alphabetically]

### **BOX 7 (1947-1948)**

Sabbatical Leave. Recommendations for, policy.  
Salaries.  
Coaches. List of Carolina and Clemson salaries.  
Extra Compensation, 3<sup>rd</sup> Term. Requests for.  
Foster, Gertrude. Request for raise.  
Gittinger, C. Payment information.  
Instructional. Correspondence re: staff reductions, recommendations for raises.  
Sick Leave. Reports of and substitute for ill faculty member.  
Teaching Load. Correspondence and charts.  
Trotter, H. F. Discrepancy in reported education background.  
General. Primarily correspondence and lists of changes in personnel.

#### **Students:**

Outside Activities. Correspondence re: student volunteers.  
Recreational and Religious Facilities:  
Freshman Camp. Correspondence re: proposed YMCA camp.  
Baptist Student Center. Letter re: building dedication.  
Boyden Arbor Lake. Inspection of.  
Lexington County Airport Property. Correspondence re: purchase of property for YMCA site.  
Student Publications:  
Freshman Handbook. President's introduction for.  
The Gamecock. News releases.  
Student Testing and Guidance Program for New Students. Schedule and letter.  
Students, Prospective. Correspondence and inquiries from potential students.  
Admissions Declined. Correspondence re: students not admitted.

#### **Surplus Equipment:**

Engineering. Correspondence and forms re: efforts to purchase surplus Navy equipment.  
Laboratories. Correspondence re: seeking surplus lab equipment.  
Medical. Efforts to buy.  
Temporary Buildings and Equipment, Surplus Equipment.  
Mathematics and Astronomy. Efforts to buy.  
Other. Efforts to buy.  
Surplus Textbooks. Efforts to buy.

**Textbooks.** Correspondence re: selection and ordering.

Desk Copies. Correspondence re: procedures and costs.

**Travel Accounts.** Requests and approvals.

**United Nations Speakers.** Correspondence re: network of volunteer speakers.

**Universal Military Training.** Correspondence re: pros and cons.

**US Senate Bills.** Correspondence re: legislation.

**US State Department.** Correspondence re: visiting officials.

**University Auxiliary.** Correspondence re: list of wives of new faculty.

**University Film Society.** Announcement of schedule.

## **BOX 8 (1947-1948)**

### **Veterans:**

Aid to Vets and Their Families. Correspondence and news releases.

Counseling Service. Correspondence and recommendations for.

Disabled. Questionnaire and answers.

Fees. Letter re: changes in.

General. Correspondence re: educational opportunities bulletin.

Insurance. Correspondence re: reinstatement of elapsed insurance.

Veterans Administration:

Contracts. Correspondence and data regarding.

Education. Correspondence re: veteran education.

### **Veterans Temporary Housing Project:**

Attorney Fees. Payment of.

Carovet Playground. Letter re: no funding to staff playground.

Conclusion of Contract. Correspondence re: ending of contract re: vets housing project.

Fuel Shortage. Oil problem at Carovet Apartments.

Maintenance and Operations Cost. Letter re: maintenance needs and expected cost increases.

Occupancy. Statistics.

Operating Statement. Income and disbursements.

Project SC 38-V-6:

Educational Facilities. Correspondence and applications for temporary, non-housing buildings.

University Stores. Equipment applied for through project.

Reimbursement for Ineligible Units. Correspondence re: USC claims for losses incurred through ineligible housing units.

Rent Schedule. Correspondence re: new one.

Repairs. Letter re: fire.

Roads and Walks. Letter re: incomplete condition.

Sites. Correspondence re: University property and lease cancellation.

Skirting for Buildings. Correspondence re: need for at Carovets.

Storm Drainage. Correspondence re: problems with.

Surplus Equipment. Correspondence re: purchases.

Suspension of. Correspondence re: plans to suspend project.

Trespassing of Occupants. Trespassing on adjoining property.

**Wrighten, John H.** Lawsuit by black student seeking admission to USC Law School.

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**BOX 1 (1949-1950)**

**Armed Forces:**

Army. Request for textbook recommendations.

Army Air Corps. Includes SC Aviation newsletter.

**Associations:**

American Council on Education. Correspondence and bulletins re: education legislation.

American Society for Engineering Education. Arrangements to attend conference.

Association of NROTC Colleges. Correspondence re: meeting, constitution.

College Physical Education Association. Re: meeting.

National Association of State Universities. Primarily re: meetings.

National Collegiate Athletic Association. Includes correspondence re: student financial aid, violations.

National Commission on Accrediting. Letter re: founding of.

National Education Association. Includes newsletters.

Regional Council for Education. Correspondence includes conferences, organization of.

SC Academy of Science. Correspondence re: meeting.

SC College Association. Correspondence re: committees and meetings.

SC Education Association. Includes recommendation on fine arts education.

SC High School League. Bulletin with organizational information.

SC Press Association. Includes letter re: contest.

SC State Employees Association. Membership and insurance information.

Southern Association of Colleges and Secondary Schools. Correspondence and reports re: academic standards.

Southern University Conference. Re: meeting.

**Atomic Energy.** Letter re: international control.

**Atomic Energy, Oak Ridge.** Correspondence re: membership in Oak Ridge Institute of Nuclear Studies.

**Board of Trustees, Agenda.** Copies of, with notes.

**Board of Trustees, Committees:**

Appointments of Board Committees. Excerpts of minutes regarding.

Athletic. Correspondence re: regulations, financial reports.

General. Correspondence re: members, meetings, matters for discussion.

Grounds and Buildings. Correspondence re: construction and repairs, renaming of old Petigru.

Law School. Re: meeting.

University Activities Committee. Recommendations on music and fine arts.

**Board of Women Visitors.** Correspondence re: membership.

## **BOX 2 (1949-1950)**

### **Budget 1949-50:**

Budget Request, President's Office. Copy of.

Departmental Budgets I. Departmental appropriations.

Departmental Budgets II. Monthly statements.

General. Budget sheets and statements of expenditures.

Sources of Income. Financial statements.

Special Reserve Fund. Monthly statements.

### **Building Program:**

Engineering Laboratory. Reports on laboratory tours at other colleges, correspondence re: design.

Faculty and Student Housing. Correspondence re: legislation.

General. Correspondence re: efforts to get funding for projects.

Land. Correspondence re: leasing and inspection of.

Law Building. Correspondence re: construction history, financial reports.

Naval Science Building Legislation. Correspondence re: appropriations.

Science Building. Proposed new building.

Stadium. Correspondence re: additions to, financial reports.

Student Activities Building. Efforts to get legislative funding.

### **Buildings and Grounds:**

Annual Sanitary Inspection. Reports on.

Arboretum. Complaint on security.

Assignment of Space. Correspondence re: current and future needs.

Chapel. Purchases for.

Donation of Land to USC. Correspondence re: lease.

Dormitory Assignments. Correspondence re: preferences in making assignments.

Dormitory Rentals. Correspondence re: fee increase.

Faculty Residences. Correspondence re: assignments.

General. Correspondence re: miscellaneous problems and repairs.

Heating Plant. Correspondence re: installation and contract.

Maintenance and Upkeep of Athletic Facilities. Correspondence re: minor repairs.

Petigru College. Correspondence includes law school moving out, future use, renaming of.

Repairs and Alterations. Correspondence re: needs of various buildings.

Use by Others:

Colleges. Correspondence re: stadium.

High Schools. Stadium and Melton Field.

Other Activities. Primarily correspondence re: Girls State.

Wade Hampton Dorm. Letter re: electricity.

**By-Laws.** Requests for copies from other schools.

**BOX 3 (1949-1950)**

**Calendar of University Events.** Semester schedules.

**Colleges and Universities:**

- Bob Jones University. Correspondence re: transfer students.
- Columbia Bible College. Correspondence re: transfer credits.
- General. Correspondence with other colleges out of state.

**Commencement, 1950.** Arrangements, list of graduates, invitations.

**Commencement, August 1949.** Arrangements.

**Concessions.** Primarily weekly reports on income.

**Congress of American Industry.** Correspondence re: meeting.

**Departmental Bulletins.** Correspondence and drafts of text.

**Departmental Reports:**

- Administrative. Includes list of administrative heads.
- Advance Report on Enrollment. Includes recommendations from Dean Bradley.
- Air Force ROTC. Correspondence re: efforts to establish unit at USC.
- Air ROTC Contract File. Copies of contracts.
- Instructional. Includes list of department heads.

**Departments and Schools:**

- Alumni Association. Correspondence includes newsletter, membership, meetings.
- Anthropology and Sociology. Correspondence re: classes, faculty, enrollment.
- Athletic. Primarily correspondence re: budget.
- Bookstore. Letter re: rain damage.
- Business Administration. Correspondence re: coursework, faculty, marketing research.
- Carovet Apartments. Includes complaint about politician living there.
- Chemistry. Correspondence includes faculty, departmental recommendations, equipment.
- Education, School of. Includes report on Education program and future needs.
- Engineering, School of. Correspondence re: PhDs, report on program, accreditation.
- English. Correspondence includes budget, library materials, enrollment.
- Extension Division:
  - Audio-Visual Bureau. Need for new projection room.
  - Correspondence Course. Includes letter re: course listings and registration.
  - Evening Classes. Letter re: instructors.
  - Extension Classes. Includes recommendations for off-campus work.
  - General. Includes academic credit, enrollment, conference.
- Fine Arts. Includes coursework and faculty.
- Geology. Includes report on conference.
- Graduate School. Correspondence re: enrollment, research.

**BOX 4 (1949-1950)**

History. Correspondence includes faculty, enrollment, coursework.  
Home Economics. Correspondence re: coursework.  
Hygiene. Suggestion to place under Biology.  
Infirmary. Authorization for narcotics.  
Journalism. Correspondence re: new dean, library, program changes.  
Law School:  
    Dean, Clyde. Case of. Correspondence re: dismissal of lawsuit.  
    Dedication. Preparations for.  
    General. Correspondence re: new building dedication, finances, library, conference proceedings.  
    Summer Session 1950. Correspondence, petitions, and recommendations for.  
Libraries. Recommendations for administration of.  
Libraries, Caroliniana. Correspondence includes staff, operation of, special needs, finances.  
Libraries, McKissick. Includes 1948/49 annuals report, reclassification project.  
Marshal's Office. Correspondence re: maintenance staff.  
Mathematics. Correspondence re: faculty and staff.  
Music. Correspondence re: teaching loads, equipment.  
Naval Training Units:  
    Contracts. Copies of.  
    General. Student lists.  
    NROTC. Correspondence re: policies, staff, students.  
News Service. News releases.  
Nursing. Includes reports on nursing resources and needs in South Carolina.  
Personnel Bureau. Includes correspondence re: personnel, testing, departmental needs.  
Pharmacy. Correspondence re: accreditation, narcotics.  
Physical Education. Letter re: need to invigorate.  
Physical Education, Intramural Handbook. Forward for.  
Public Administration, Bureau of. Includes staff, operation of, report on SC taxation of automobiles.

**BOX 5 (1949-1950)**

Registrar's Office:  
    Annual Report. Copy of.  
    General. Registration instructions.  
    Placement Bureau. Includes quarterly reports.  
Social Work. Correspondence includes accreditation, academic program, proposal for two-year schools, graduate study.  
Summer School. Includes faculty and teaching loads, coursework.  
University Press. Correspondence re: publications through USC Press.  
University Stores. Correspondence re: dispute with Parker Pen Company.  
YMCA & YWCA. Correspondence re: freshman camp, conference, annual

report.

YMCA & YWCA, Religious Emphasis Week. Includes report on, program.

**Diplomas, Exceptional Award of.** Correspondence re: changing date of graduation on diploma.

**Employment Applications.** Correspondence re: adding question re: criminal behavior on employment application.

**Enrollment:**

General. Statistics, reports.

Law School. Statistics.

Music. Statistics.

**Equipment Unneeded, Disposal of.** Blueprint machine in Engineering.

**ESMWT Program.** Letter re: disposition of records.

**Faculty and Staff, Administrative:**

Absences. Reports of.

Early, Barney. Correspondence re: non-retention of.

Enright, Rex. USC employment history.

General. Includes correspondence on salaries, list of job descriptions.

Leaves of Absence. Requests for.

McClain, John. Correspondence re: hiring and salary.

New Appointments. Job offers. [arranged alphabetically by last name]

Offers Declined. [arranged alphabetically by last name]

Reappointments. [arranged alphabetically by last name]

Resignations and Dismissals. [arranged alphabetically by last name]

Rules and Regulations. Memos re: holidays.

Saturday Off, Request for. Petition by employees.

**Faculty and Staff, Budget Commission.** Reports on changes in positions and salaries.

**BOX 6 (1949-1950)**

**Faculty and Staff, Instructional:**

Absences. Reports of.

Crow, Orin F. Change in status.

General. Correspondence re: promotions, list of faculty members, statistics on other universities.

Leaves of Absence. Requests for.

Librarians. Correspondence re: granting faculty status to professional librarians at USC.

Nepotism. Laws and regulations.

New Appointments. [arranged alphabetically by last name]

Offers Declined. [arranged alphabetically by last name]

Part-time Assistantships. Recommendations and approvals for.

Reappointments. [arranged alphabetically by last name]

Research. Correspondence re: Research Committee, recommendations for faculty research projects.

Resignations and Dismissals. [arranged alphabetically by last name]

Retirement. Correspondence re: policy and list of eligible employees.

Sabbatical Leave. Policy on.

Salaries:

Extension Teachers. Correspondence re: proposed increase.  
Instructional. Correspondence and recommendations re: increases.  
Law School. Correspondence and lists re: salaries and courseloads.  
Ochs, R. D.

Saturday Work.

Scholarships and Fellowships.

Sick Leave. Report of hospitalized employee and temporary replacement.

Teaching Load. Correspondence re: faculty in various departments.

Tenure of Office. Resolution on.

**Faculty and Staff, Outside Work.** Includes list of faculty and staff with and without non-University work.

**Faculty and Staff, Tenure.** Policy.

**Faculty Club.** Letter re: open house.

**Faculty Committees:**

General. Changes in miscellaneous committees' memberships.

Special:

Academic Advisory Committee for NROTC. Membership.

McKissick Memorial Fellowship. Instructions to committee.

Naval Academy Nominating Committee. Process.

Sullivan Award. Notice of awards.

Standing:

Admission, Entrance Exams and Scholastic Standing. Instructions.

Bulletin. Meeting brief.

Curricula and New Courses. Includes recommendations, law education.

Faculty Endowment. Letter re: emergency aid.

Faculty Student Committee on Assemblies. Recommendations on holding student assemblies.

Fellowships and Scholarships. Recommendations for recipients.

Finance Advisory. Membership and allocation.

Honorary Degrees. Correspondence re: selection of recipients.

Scholarships, Loans and Student Self-Support. Announcement of aid through Institute of International Education.

**BOX 7 (1949-1950)**

**Fees.** Correspondence re: setting of, increases in, collection statements.

**Fees, Refund of.** Correspondence and requests for refunds by students and parents.

**Fees, Student Activities.** Correspondence re: increase, disbursement of.

**Financial Statements:**

Alumni Association, Carovets apartments.

Athletics. Monthly statements.

Audit Report. Monthly statements.

Auxiliary Agencies. 1948-49 book of financial statements, including Extension,

Duplicating Office. Monthly statements.

Extension Division. Monthly statements.

Sims College Canteen. Monthly statements.



Statement of Expenditures. Monthly statements.  
Statement of Funds Withdrawn from State Treasurer.  
Statement to State Auditor. Correspondence and monthly statements sent to.  
Stewards Hall. Monthly statements.  
Student Activities Fees Account. Monthly statements.  
University Depository. Monthly statements.  
University Stores. Monthly statements.  
Veterans Housing Project. Monthly statements.  
Wade Hampton Cafeteria. Monthly statements.

**Football 1949:**

Carolina-Clemson Game. Arrangements for, financial reports.  
President's Box: [arranged alphabetically]  
Board of Trustees. Acceptances of guests for President's box.  
Board of Women's Visitors. Acceptances of guests for President's box.  
Faculty and Staff. Acceptances of guests for President's box.  
General. Guest lists and seating arrangements for Clemson game.

**BOX 8 (1949-1950)**

House of Representatives. Acceptances of guests for President's box.  
Miscellaneous. Acceptances of guests for President's box.  
Senators. Acceptances of guests for President's box.

**Foreign Tours.** Prospectus for.

**Funds, Investment of.** Correspondence re: USC investments.

**General Education Board.** Correspondence includes scholarship program, comments on Director's speech.

**Gifts.** Includes furniture, diploma, artwork.

**Honorary Degrees.** Nomination and selection of recipients.

**Invitations:**

Other Colleges and Universities. Acceptances and regrets.  
Other Functions. Acceptances and regrets.  
University Functions. Invitations and replies.

**BOX 9 (1949-1950)**

**Liberty Bell.** Ceremonies re: Liberty Bell tour.

**Patterson, William H.** Correspondence as Assistant to the President.

**President's Power to Make Contracts.** Resolution on.

**Miscellaneous Inquiries.** Miscellaneous correspondence.

**National Guard.** Letter re: granting leave for summer camp.

**Negro Problem:**

Applicants. Includes paper on political problems of admitting blacks.  
General. Correspondence re: segregation.  
Reading File. Information on case, copies of correspondence.  
Wrighten Case. Correspondence and court opinion re: lawsuit.

**Questionnaires.** Inquiries and responses, including University police force, academics, faculty.

**Radio Broadcasting:**

Athletic Events, 1949. Correspondence re: broadcasting privileges, policies of other schools.

Athletic Events, 1950. Correspondence re: conference to determine policy, survey of other schools.

Correspondence Files. President's reading files on lawsuit.

Legal Proceedings. Lawsuit re: broadcast privileges.

Radio Broadcasting Station for USC. Correspondence and report on other institutions and plans for USC.

Report on Radio, Dec. 6, 1949. Materials collected from other schools.

**Recertification Program, State Department of Education.** Statements regarding.  
**Recommendation, Letters of.** For Naval commissions.

### **BOX 10 (1949-1950)**

**Smith, Admiral Norman M.** Primarily personal correspondence.

**Smith, Admiral Norman M., Invitations.** Personal.

**Solicitation Campaigns.** Correspondence re: fundraising for Hiroshima University student hall.

#### **SC Governor Boards and Commissions:**

Free Conference Committee. Correspondence re: membership.

Legislature:

Budget Commission. Financial information and budget estimate.

General. 1946-1950. Includes correspondence re: Thurmond's inaugural address as Governor.

Legislative Manual. Corrections for.

President's Report for 1951. Southern University Conference material for inclusion in report.

President's Report to Legislature. Correspondence and drafts of report.

Senate Finance Committee. Correspondence and report to, re: University budget.

State Department of Education. Correspondence re: travel expenses, conference.

State Reorganization Committee. Includes correspondence and proposed plan for State Archives.

Ways and Means Committee. Correspondence re: employment, salaries, budget.

#### **Students:**

Absences. Policy on.

Activities. Correspondence re: awards day.

Activities, University Day. Plans for.

Aid:

Athletic Scholarships. Primarily recommendations for.

Children of Veterans. Includes copy of law.

W.T. Grant Scholarship. Funding of.

McKissick Memorial Fellowship. Includes financial statements.

Scholarships and Fellowships. Primarily recommendations for.

Student Emergency Loan Fund. Correspondence re: granting emergency loans for students.

Tulane Law Scholarship. Announcement of.

Counseling. Correspondence includes proposed counseling and guidance services.  
Examination Schedule. Correspondence re: semester schedules, requests for other arrangements.  
Foreign Students. Includes correspondence re: allowing assistantships for English students.  
General. Includes report on scholastic averages, damage to flagpole.  
Health Service. Correspondence re: special diet for student, complaint re: doctor.  
Honor Council. Board of Trustees resolution re: role of.

### **BOX 11 (1949-1950)**

#### Organizations:

Clariosophic Society. Correspondence re: portraits, repairs to rooms, furniture.  
Coed Association. Thank you note for gift.  
Debating Society. Letter re: victory.  
Euphradian Society. Correspondence re: repairs to rooms and furniture.  
Fraternities and Sororities. Letters re: ODK scholarship, Alpha Delta Pi rooms.  
University Band. Primarily correspondence re: performance at Azalea Festival.  
WUSC. Resignation of Faculty Advisor.

#### Prospective Students:

Admission Declined. Correspondence re: declined due to grades.  
General. Inquiries into academic programs, dorms, transfers.  
Recruitment Program. Correspondence to high school administrators re: presentations to students.

#### Publications:

Gamecock. Includes correspondence re: regulation of, editorials.  
Garnet and Black. Distribution of.  
Reinstatement. Correspondence re: student who failed exams.  
Schedules, Return to Pre-War Schedule. Announcement regarding.  
Summer Work. Correspondence re: summer work and intern programs.  
Withdrawals. Reports of.

**Telephone and Telegraph.** Letter requesting reduction in long-distance calls.

**Television.** Report on TV's effects on sports.

**Temporary Buildings and Equipment (Surplus Property).** Correspondence re: demand for.

#### **Textbooks:**

Changes. Correspondence and requests for changes in textbooks approved for courses.  
Cost of. Price information.  
Preparation by Faculty. Correspondence re: publications and textbooks by faculty members.

**Travel Account.** Requests for travel authorization and expenses.

**United States Government:**

Congress, Committee on Un-American Activities. Correspondence re: request to review lists of textbooks.

Social Security Agency. Cover letter for report.

State Department. Letter reporting foreign publication.

**University High School Contract.** Renewal of.

**Veterans:**

Counseling. Correspondence and contracts re: providing counseling for veterans at USC.

Entitlement and Eligibility Regulations. Correspondence and instructions re: education and training.

General. Includes student list.

Veterans Administration. Correspondence re: veteran education and training.

Veterans Administration Contracts. Copies of.

Vocational and Recreational Courses Under GI Bill. Instructions regarding.

**World Student Service Fund.** Announcement of new Executive Secretary.

University Archives  
South Caroliniana Library  
University of South Carolina

**Records of the President  
1950-1951  
(Norman M. Smith)**

**BOX 1 (1950-1951)**

**Addresses.** Copies of speeches on higher education, agriculture.

**Advance Report on Enrollment.** Cover sheets and forms.

**Advertising Policy.** Still not allowed.

**Alcohol Studies, Inter-Collegiate Seminar.** Includes prospectus on.

**Armed Forces:**

Air Corps. Correspondence re: education conference.

Marine Corps. Includes correspondence re: recruiting.

Naval Academy. Includes requirements.

Navy. Correspondence re: applicants, commissions, regulations.

**Associations:**

American Council on Education. Includes meeting minutes, newsletters, reports.

American Society for Engineering Education. Correspondence, newsletters, and reports.

Association of Governing Boards of State and Allied Institutions.

Correspondence re: conference at the Citadel.

Association of Land-Grant Colleges and Universities. Bulletins re: conferences, activities, issues.

Association of NROTC Colleges. Correspondence and reports re: conferences, legislation, programs.

Beta Club. Correspondence re: Smith speaking engagement.

Commission on Financing Higher Education. Correspondence re: visit to USC.

Conference Board of Associated Research Council. Correspondence re: exchange program.

Institute of International Education. Correspondence re: foreign exchange programs.

Institute of World Affairs. Correspondence re: meetings.

National Association of State Universities. Includes meeting minutes and report.

National Collegiate Athletic Association. Correspondence re: aid for athletes, resolutions, committee reports.

National Commission on Accrediting. Includes correspondence re: membership, meeting minutes.

National Education Association. Correspondence re: conference, newsletters.

## **BOX 2 (1950-1951)**

- Regional Council for Education. Correspondence re: conference and faculty members attending, issues.
- Registrar's Association. Correspondence re: meeting.
- SC College Association. Primarily correspondence re: entrance exams, meeting minutes.
- SC Education Association. Correspondence re: convention.
- SC Press Association. Correspondence re: meeting at USC.
- SC State Employees Association. Report on meeting.
- Southern Association of Colleges and Secondary Schools. Includes questionnaire on USC programs.
- Southern Association of Science and Industry. Correspondence re: honorary student membership.
- Southern Conference. Correspondence re: meeting, minutes, amendments.
- Southern Humanities Conference. Inquiry on USC humanities requirements.
- Southern University Conference. Correspondence re: meeting.
- State University Association. Correspondence re: membership, universal military training, minutes, conferences.
- Atomic Energy.** Correspondence re: proposed nuclear power plant at Savannah River.
- Atomic Energy, Oak Ridge.** Reports re: Oak Ridge Institute and issues relating to.
- Blind Persons Operating Stands in State, County, and Municipal Buildings.**  
Correspondence re: law's effect on USC.
- Board of Trustees:**
- Agenda. Copies of, and summaries of actions taken.
  - Committees:
    - Athletic. Primarily report on finances.
    - Finance. Primarily Seibels' resignation from Board.
    - Grounds and Buildings. Correspondence re: meetings and agenda.
    - Joint Committee on Honorary Degrees. Includes minutes.
    - Student Affairs. Tasks of committee.
    - University Activities. Includes minutes.
  - General. Primarily correspondence re: meetings.
- Board of Women Visitors.** Primarily correspondence re: membership.
- Books and Periodicals.** Correspondence re: gifts and purchases.

## **BOX 3 (1950-1951)**

### **Budget 1950-51:**

- Budget Request, President's Office. Copy of.
- Departmental Budgets I. Statements of appropriation for 1950-51.
- Departmental Budgets II. Monthly statements of expenditures.
- General. Correspondence and statements re: reductions.
- Permanent Improvements. Classification of budget items.
- Special 1946-47 Reserve Fund. Monthly statements.

### **Building Program:**

- Administrative Building. Correspondence re: specifications and contracts.

Architect Report. Daily reports on Science Building program.  
Engineering Laboratory. Correspondence, plans, specifications, contracts.  
Faculty and Student Housing. Includes resolution and meeting minutes.  
General. Correspondence includes federal funding, status of building funds, legislation.  
Land. Correspondence and reports re: USC property and surrounding lands.  
Law School. Correspondence and reports re: problems with building.  
President's House. Survey results on other schools providing president's houses.  
Science Building. Correspondence re: costs, plans, architect, proposals.  
Stadium. Inquiry into completion of.

## **BOX 4 (1950-1951)**

### **Buildings and Grounds:**

Annual Fire Inspection. Report extracts, sprinkler system.  
Assignment of Space. Correspondence and list of future locations.  
Chapel. Includes construction of projection booth.  
Chemical Engineering Building. Includes sketch of floor plan.  
General. Includes correspondence re: proper handling of US flag.  
LeConte College. Letter re: installation of freight lift.  
Liquor Stores Near Campus. Efforts by USC to block permits for liquor stores near campus.  
Maintenance and Upkeep of Athletic Facilities. Includes financial statement.  
Repairs and Alterations. Correspondence re: repair requests and reports, finances.  
Sprinkler System. Correspondence re: installation.  
Use by Others:  
    Colleges. Colored Fair Association.  
    Financial Statements.  
    High Schools. Epworth Orphanage.  
    Other Activities. Includes Palmetto Girls State.  
Widening and Closing Streets Adjacent to USC. University efforts to prevent.

**Catalogs and Bulletins.** Includes correspondence on catalog revisions, distribution.

### **Colleges and Universities:**

Bob Jones University. Correspondence re: transfer credits.  
Clemson College. Includes letter re: Orange Bowl.  
General. Includes charts comparing colleges.  
Meeting of State Colleges of South Carolina. Letter re: meeting.  
State Agricultural and Mechanical College. Correspondence re: sick leave policies.  
Winthrop College. Correspondence re: Winthrop on the AAUP censure list.

### **Commencement:**

August 1950. Plans for.  
General. Correspondence re: other schools.  
January 1951. Primarily invitations.  
June 1951. Arrangements and invitations.  
Law School. Correspondence re: academic regalia.

**Concessions.** Financial statements.

**Crusade for Freedom.** Report on financial campaign.

**Departments and Schools:**

Alumni Association. Includes correspondence re: budget, football.  
Air Force ROTC. Correspondence includes requirements, recruiting, staff.  
Arts and Science, College of. Recommendations on curriculum.  
Athletic. Primarily financial reports.

**BOX 5 (1950-1951)**

Bible and Religion. Letter re: chaplain cards.  
Biology. Correspondence re: lab equipment.  
Bookstore. Correspondence re: staffing of.  
Business Administration. Letter re: contest.  
Business Administration, Bureau of Business Research. Letter in favor of.  
Business Office. Letter re: purchasing procedures.  
Carovet Apartments. Correspondence re: residents' problems.  
Chemistry. Correspondence includes Oak Ridge Institute, courses, equipment.  
Education, School of. Includes reports on program needs.  
Engineering, School of. Correspondence re: laboratory, equipment, courses, faculty, reports.  
English. Correspondence includes teaching loads, summer school.  
English, Senior Examination. Correspondence re: whether to continue.  
Extension Division:  
    Audio-Visual Bureau. Vague correspondence re: proposed program.  
    Extension Courses. Correspondence re: off-campus centers.  
    General. Includes correspondence and reports re: programs and recommendations for future.  
Foreign Language. Correspondence re: translation of Ukrainian letter.  
Geology and Geography. Includes correspondence re: cartography course.  
Graduate School. Includes correspondence re: housing, committee report on graduate programs.  
History. Correspondence re: books.  
Home Economics. Correspondence re: inadequate space.  
Hygiene. Recommendations re: extension health courses.  
Infirmary. Includes correspondence re: inspection, repairs needed, licensing.  
Journalism. Primarily correspondence re: equipment.  
Law School. Includes report on problems, faculty needs, recommendations.  
Libraries, Caroliniana. Correspondence includes consolidation of libraries, binding, microfilming.  
Libraries, General. Includes report on all five libraries, correspondence re: binding and microfilming.  
Libraries, McKissick. Includes copy of 1949-50 annual report, microfilming, donations of materials.  
Music. Correspondence includes Carnegie Music Set and Glee Club.  
Naval Training Units. Primarily lists of students and instructors.  
Naval Training Units, NROTC. Correspondence includes legislation, regulations.  
News Service Director. Correspondence re: search and hiring of.



Nursing. Includes report on rapid growth and problems.  
Pharmacy. Includes report for continued accreditation.  
Physical Education. Correspondence re: master's program and towel exchange system.  
Political Science. Primarily correspondence re: Citizenship Clearinghouse.  
Public Administration, Bureau of. Distribution of pamphlets.  
Registrar's Office:  
    General. Correspondence includes enrollment instructions, staff, statistical report.  
    Placement Bureau. Includes quarterly reports.  
    Veteran's Division. Letter re: student leaving Law School.

### **BOX 6 (1950-1951)**

Social Work. Correspondence re: professional membership, contracts.  
Student Activities, Director of. Includes letter re: need for full-time director.  
Summer School. Correspondence includes teaching load, salaries, courses.  
Treasurer's Office. Copy of state regulation.  
University Press. Correspondence re: salaries, finances, publications.  
YMCA & YWCA. Correspondence re: activities, finances, use of "Y" camp.  
YMCA & YWCA, Religious Emphasis Week. Correspondence re: holding it at USC.

**Drives for Money.** Correspondence from various fundraisers.

**Enrollment.** Statistics.

**Faculty Advisors Conference for Medical School.** Correspondence re: conference on pre-medical studies.

#### **Faculty and Staff:**

##### Administrative:

Absences. Reports of.  
Changes in Duties. Correspondence re: transfer and job changes.  
General. Correspondence includes staffing needs, salaries.  
Leaves of Absence. Requests for.  
Merit System. Correspondence re: employees taking exams.  
Offers Declined. Job refusals. [arranged alphabetically by name]  
Resignations and Dismissals. [arranged alphabetically by name]  
Rules and Regulations. Re: holiday.  
Budget Commission, Report of. Request for schedule of proposed salaries.  
Field Agents. Efforts to hire field agent for recruiting students.  
General. Includes schedule of salaries for all employees.

##### Instructional:

Absences, 1950. Reports of.  
Absences, 1951. Reports of.  
Changes in Duties. Letter re: Dr. Ochs.  
General. Correspondence and reports re: faculty positions, salaries, education, promotions.  
Leaves of Absence. Requests for.  
Mercer, C. F. Correspondence re: lack of Ph.D.

**BOX 7 (1950-1951)**

New Appointments. Job offers. [arranged alphabetically by last name]  
Offers Declined. Job refusals. [arranged alphabetically by last name]  
Reappointments. Notification of. [arranged alphabetically by last name]  
Research. Correspondence and reports re: proposed and approved  
research projects and grants.  
Resignations and Dismissals. Includes transcript of investigation into  
instructor's possibly Communist views.  
Robinson, L. V. Correspondence re: his dismissal.  
Sabbatical Leave. Requests for.  
Teaching Load. Correspondence re: reductions and assignments of.  
Nepotism.  
Part-time Assistantships. Requests for appointments of.  
Recommendations by Department Heads for 1950-51. Re: faculty positions,  
promotions, salaries. [arranged alphabetically by department]  
Recommendations for Promotions and Increases for 1950-51. Correspondence re:  
faculty, promotions, salaries. [arranged alphabetically by department]  
Retirement. Includes regulations.  
Salaries:  
Administrative. C. re: raises and promotions.  
Administrative raises. Notifications of.  
Colored Employees. Correspondence re: increases in salaries.

**BOX 8 (1950-1951)**

Instructional. C. re: raises and promotions.  
Instructional Raises. Notifications of.  
Law School. Correspondence re: part-time instructors, summer school.  
Library. Study of library salaries with recommendations.  
Summer School. Correspondence includes salary adjustments.  
Wardlaw, Frank. Salary history.  
Scholarships and Fellowships. Primarily correspondence re: special arrangements  
with Virginia Polytechnic Institute and duPont.  
Tenure. Letter re: process.  
**Faculty Club.** Includes status report.  
**Faculty Committees, Special:**  
Committee to Reevaluate Work Done in Graduate Field. Includes tentative  
outline and suggested projects.  
Crusade for Freedom Committee. Letter re: membership.  
Faculty-Student Committee for Revision of Student Social Regulations.  
Correspondence re: appointments to committee and its recommendations.  
General. Committees' memberships.  
Naval Academy Selection Committee. Correspondence re: committee  
membership and selection of candidates.  
Publication of Textbooks by Faculty Members. Correspondence re: purchasing  
for Political Science.

ROTC Drill Hour. Correspondence re: selection of a drill schedule.  
Sullivan Award. Correspondence re: selections, medallions.

**Faculty Committees, Standing:**

Advisory Committee on Publications. Correspondence re: dispute over editorial control of student publications, especially the Gamecock.  
Advisory Committee to the President. Correspondence re: recommendations for promotions.  
Caroliniana Committee. Meeting summary.  
Faculty-Student Committee on Student Assemblies. Correspondence re: scheduling presentations/programs.  
Honorary Degrees. Correspondence re: nominations.  
Petition Committee. Membership.  
Scholarships, Loans and Student Self-Support. Notification of chair selection.  
University Council. Primarily agenda.

**Fees, General.** Comparisons with other schools.

**Fees, Refund of.** Correspondence re: reasons for refund requests.

**Fees, Student Activity.** Correspondence re: allocation of.

**Financial Statements:**

Athletics. Monthly statements.  
Duplication Office. Monthly statements.  
Extension Division. Monthly statements.  
Sims College Canteen. Monthly statements.  
Statement of Funds Withdrawn from the State Treasurer. Monthly statements.  
Statement of Expenditures. Monthly statements.  
Statement to the State Auditor. Monthly statements.  
Stewards Hall. Monthly statements.  
Student Activities Fees Account. Monthly statements.

**BOX 9 (1950-1951)**

University Depository. Monthly statements.  
University Stores. Monthly statements.  
Veterans Housing Project. Monthly statements.  
Wade Hampton Cafeteria. Monthly statements.

**Football 1950:**

Carolina-Clemson Game. Correspondence re: tickets.  
General. Correspondence includes survey of ticket prices.  
Luncheon. Correspondence re: invitations and acceptances. [arranged alphabetically by name]  
President's Guests. Correspondence with various officials re: tickets, seating for Clemson game.

**Ford Foundation.** Correspondence re: research projects.

**Funds, Investment of.** Correspondence re: stocks.

**General Education Board.** Correspondence includes fellowship candidates, proposed permanent improvements, graduate program.

**Gifts.** Re: gifts of equipment, money, manuscripts, publications.

**Honorary Degrees.** Correspondence re: procedures, recipients, biographical

information.

**Insurance.** Correspondence includes policies for Athletic Dept., comparison with other schools.

**Inaugural Parade.** Correspondence re: University participation in.

**Inventory.** Includes analysis of inventories.

### **BOX 10 (1950-1951)**

#### **Invitations:**

College Day Program for High Schools. Correspondence re: attending various high school functions.

Functions of Other Colleges and Universities. Correspondence re: sending representatives to functions. [arranged alphabetically by state]

Other Functions. Correspondence re: sending representatives.

University Functions. Correspondence re: Smith attending USC events.

**Microfilming.** Pamphlets.

**Miscellaneous Inquiries.** Includes correspondence on photos, reports.

**National Association of Manufactures.** Correspondence re: conference.

#### **National Defense:**

General. Primarily bulletins re: regulations and policies for higher education programs.

Industrial College of the Armed Forces. Includes prospectus.

Leave for State Employees Entering Armed Forces. Copy of legislation.

Military Service:

Deferment and Call to Duty. Correspondence re: policies and regulations, faculty and students.

Eargle, J. R. Notification of call to duty.

Eargle, J. R. Jr. Notification of call to duty.

Nettles, Eugene L. Notification of call to duty.

Sweatman, Quincy M. Notification of call to duty.

General. Correspondence re: faculty and students.

Regulations for Deferment. Copies of.

Selective Service Qualification Test. Primarily information bulletins re: rules and regulations.

Universal Military Training. Reports from conference.

War-Time ROTC. Bulletin re: expansion of.

#### **Negro Problem:**

Applicants:

Martin, Jacob Joseph. Rejection of.

Ruebens, Samuel Herman. Rejection of.

Stevens, Cleveland. Rejection of.

General. Correspondence re: applications to USC, situations at other schools.

**Pate, Daniel D.** Correspondence re: lawsuit for admission, mental illness.

**Patterson, William H.** Correspondence includes apartment fire, meetings, dissertation.

### **BOX 11 (1950-1951)**

**Questionnaires.** Includes answers to questionnaires on academic programs, ROTC,

housing.

**Radio Broadcasting:**

Athletic Events. Arrangements for broadcasting football games. [arranged alphabetically by station call letters]

Station for USC. Correspondence with other schools about use of radio stations.

**Recommendation, Letters of.** For jobs and military commissions. [alphabetical by name]

**Red Cross.** Correspondence re: Red Cross courses at USC.

**Smith, Admiral Norman M.** Primarily personal correspondence and invitations.

**Smith, Winchester C. Jr.** Correspondence re: President Smith's nephew.

**South Carolina Governing Boards and Commissions:**

Budget and Control Board. Correspondence re: meeting and appropriations.

Legislature, President's Report to. Includes copy of 1949-50 report.

Research, Planning and Development Board. Letter of thanks.

Senate Finance Committee. Reports to.

State Department of Education. Correspondence re: regional conferences.

Ways and Means Committee. Includes statements on finances and faculty changes.

**Students:**

Activities. Correspondence re: annual Powder Bowl.

Activities, University Day. Arrangements for.

Aid:

Athletic Scholarships. Letter re: student jobs in athletic department.

Business and Professional Women's Scholarship. Letter re: establishment.

R. Means Davis Scholarship. Establishment of.

Fulbright Program. Correspondence re: committee, discriminatory practices.

W. T. Grant Scholarship. Thanks for donation.

Jobs. Placement of students in.

Rhodes Scholarship. Approving applicants.

Scholarships and Fellowships. Correspondence re: recipients.

Student Emergency Loan Fund. Recommendations and approvals for loans.

**BOX 12 (1950-1951)**

Counseling. Correspondence with parents re: students' academic status.

Credit for Those Entering Military Service. Correspondence re: regulations and procedures.

Examination Schedule. Student requests to reschedule exams.

Foreign Students. Correspondence re: processing applications.

Honor Council. Includes letter re: use of rooms.

Organizations:

Debating Society. Correspondence re: coach's absence.

Fraternalities and Sororities. Correspondence includes scholarships, campus beautification project.

General. Correspondence includes Jewish holidays.

University Band. Correspondence includes instruments and expenses.

Prospective Students:

Admission Declined. Notification of.

General. Admission and degree inquiries.

Recruitment Program. Includes statistics on applications.

Publications:

Gamecock. Copy of Smith's welcome to freshmen.

Garnet and Black. Correspondence re: distribution of.

Rules and Regulations. Correspondence re: housing for female students.

Student Guests. Telegram re: visiting students from Havana University.

Withdrawals. List of.

**Sympathy Letters.** To parents of students.

**Television.** Correspondence and report re: usefulness of in education.

**Textbook Changes.** Requests for.

**Travel Account:**

Passenger Bus. Questionnaire re: purchase of.

Expenses. Approval of travel expenses.

**United Nations.** Correspondence re: observance of United Nations Day.

**United States Government:**

Congress. Letter re: Genocide Convention.

Governmental Agencies:

Office of Education. Includes report to Federal Security Agency.

State Department. Includes graduate student seminar and recruitment for  
Foreign Service.

**University High School.** Correspondence re: rumor of closing.

**University of South Carolina.** Includes list of accomplishments 1944-51.

**USO Committee.** Letter re: permanent committee.

**Veterans Administration.** Primarily information bulletins.

**Veterans Administration, Contracts.** Copies of.

**Veterans:**

Counseling. Correspondence re: contract.

Entitlement and Eligibility Requirements. Correspondence re: regulations.

**Wadiak-Fulmer Case.** Correspondence and reports re: disciplinary actions.

University Archives  
South Caroliniana Library  
University of South Carolina

**Records of the President  
1951-1952  
(Norman M. Smith)**

**BOX 1 (1951-1952)**

**Advertising Policy.** Inquiries into.

**Armed Forces:**

Marine Corps. Includes list of degree applicants.

Naval Academy. Letter re: candidates.

Navy. Includes correspondence re: summer work program.

**Associations:**

American Chemical Society. Letter re: accreditation.

American Council on Education. Primarily informational bulletins.

American Society for Engineering Education. Primarily re: meetings.

Association of Land Grant Colleges. Primarily re: meetings.

Association of NROTC Colleges. Letter re: by-laws and issues.

College and University Personnel Association. Includes newsletters.

National Association of State Universities. Correspondence re: ROTC training.

National Collegiate Athletic Association. Correspondence and bulletins re:  
television.

National Committee on Accrediting. Includes correspondence re: American  
Chemical Society.

National Education Association. Newsletters.

National Research Council. Correspondence includes graduate students and  
fellowships.

Regional Council for Education. Correspondence re: conferences, student aid,  
academic programs.

SC College Association. Includes correspondence re: entrance exams.

SC Press Association. Correspondence re: annual meeting at USC.

SC State Employees Association. Includes information on state credit union.

Southeastern Association of Physical Plant Administration of Colleges and  
Universities. Re: meeting.

Southern Association of Colleges and Secondary Schools. Includes USC's  
completed annual report form.

Southern University Conference. Correspondence re: meetings, report on.

Southern Conference. Correspondence re: meetings, constitution, policies.

**Atomic Energy:**

General. Includes correspondence re: regional press seminar.

Oak Ridge. Includes correspondence re: councils representatives, symposiums,

newsletters.  
Savannah River Project. Correspondence re: research contract, ecological study.

## **BOX 2 (1951-1952)**

### **Board of Trustees:**

Agenda. Copies of, other notes.

Committees:

Athletics. Correspondence re: meetings, minutes of special committee.

Joint Committee on Honorary Degrees. Re: meeting.

Student Affairs. Memo re: activity fees.

General. Primarily meetings and membership.

**Board of Women Visitors.** Correspondence re: meetings, membership, creation info.

### **Budget 1951-52:**

President's Office:

Budget Request. Forms and instructions.

Departmental Budgets. Monthly statements.

Expenditures. April statements.

General. Reports and financial statements.

Special 1946-47 Reserve Fund. Monthly statements.

### **Building Program:**

Administration Building. Correspondence re: contracts, expenses, materials.

Engineering Laboratory. Correspondence re: costs, contracts, materials.

Faculty and Student Housing. Correspondence re: loans under 1950 Housing Act.

General. Project status reports.

Land. Acquisition and use of.

Law School. Letter re: photo of ceiling.

President's House. Correspondence and contract for planned renovations.

Science Building. Correspondence re: construction, lab equipment, departments.

Student Union Building. Efforts to get funding.

Women's Dormitory. Correspondence re: authorization for.

## **BOX 3 (1951-1952)**

### **Buildings and Grounds:**

Arboretum. Background material.

Assignment of Space. Placement of offices and departments.

Dormitory Rentals. List of.

Faculty Residences. Requests for housing assignments.

Fire Inspection. Correspondence re: overcrowded Field House.

General. Includes dates of buildings, sprinkler system.

Maintenance and Upkeep of Athletic Facilities. Includes correspondence re: heating for stadium dressing rooms; swimming pool.

Repairs and Alterations. Correspondence includes equipment, furnishings, renovations.

Widening and Closing Streets Adjacent to USC. Re: Pickens Street.

Use by Other Schools. Correspondence re: Colored Fair.

Use by Others, Other Activities. Arrangements for use of USC facilities



[arranged alphabetically by organization]

**Cafeterias.** Includes recommendations on operation of.

**Catalogs and Bulletins.** Correspondence includes publication of, changes in.

**Colleges and Universities.:**

Clemson College. Letter re: bowl game.

General. Primarily correspondence re: college presidents.

State Agricultural and Mechanical College. Correspondence re: lawsuits.

Winthrop College. Correspondence re: University Architect.

**Combining Certain Departments in Institutions of Higher Learning in South**

**Carolina.** Correspondence re: functions of USC departments, establishment of  
Commission on Higher Education.

**Commencement:**

August 1951. Arrangements for.

January 1952. Arrangements for.

June 1952. Arrangements for.

Law School. Arrangements for.

**Concession Fund.** Monthly and weekly reports.

**Departments and Schools:**

Air Force ROTC. Correspondence includes staff, audit, curriculum, programs.

Alumni Association. Includes membership statistics.

Anthropology and Sociology. Includes research funding.

Arts and Science. Report of projects by Dean Norwood.

Athletic. Primarily correspondence re: football, finances.

Bible and Religion. Recommendations re: departmental programs.

Biology. Includes research proposal.

Bookstore. Correspondence re: orders, loss of funds.

Carovet Apartments. Correspondence re: staffing and operation of.

Chemistry. Primarily faculty and staff.

**BOX 4 (1951-1952)**

Education. Correspondence re: grant, faculty.

Engineering. Curricula, lab building, faculty, development plan.

English. Includes letter re: meeting.

English Proficiency Test. Correspondence re: discontinuation.

Extension Division:

Evening Classes. Schedule of.

Extension Courses. Approval for off-campus graduate courses.

General. Correspondence re: salaries, survey results, programs.

Military Personnel, Off Campus Study. Correspondence re: proposed off  
campus classes for military personnel.

General. Report re: registration.

Geology. Includes SC Geological Society meeting at USC, military map contract.

Graduate School. Correspondence re: graduate studies at other schools.

History. Correspondence re: books.

Infirmery. Includes inspection of, and daily reports.

Journalism. Correspondence includes darkroom, accrediting.

Law School. Primarily re: entrance requirements, faculty.  
Libraries, Caroliniana. Correspondence re: USC sesquicentennial, staff.  
Libraries, McKissick. Correspondence includes storage, staff, donations.  
Mathematics. Correspondence re: planetarium, hosting teachers conference.  
Music. Includes alumna's letter of appreciation.  
Naval Training Units, ROTC. Correspondence re: staff, students, regulations.  
News Service. Includes activities report.  
Nursing. Includes correspondence re: expansion of program and problems.  
Pharmacy, School of. Correspondence and reports re: inspection of school by  
American Council on Pharmaceutical Education.  
Physics. Correspondence re: seismograph and budget.  
Post Office. Requests for leave.  
Public Administration, Bureau of. Correspondence includes publications,  
equipment.  
Registrar's Office. Correspondence re: diplomas, applications, office equipment.  
Registrar's Office, Placement Bureau. Includes quarterly reports.

### **BOX 5 (1951-1952)**

Summer School. Correspondence re: faculty, enrollment.  
Treasurer's Office. Letter re: purchasing procedures.  
University Press. Correspondence re: publications by.  
YMCA & YWCA. Correspondence includes activities, rumor about Benedict  
College students and USC coeds.  
YMCA & YWCA Religious Emphasis Week. Correspondence re: arrangements  
and finances.

**Drives for Money.** Request from Columbia Community Chest.

**Enrollment.** Statistics.

#### **Faculty and Staff:**

Administrative:

Absences. Reports of.  
Change of Duties. Correspondence re: staff transfers and additional  
duties.  
General. Includes list of changes in staff.  
Leaves of Absence. Requests for. [alphabetical by name]  
Merit System. Correspondence re: testing USC staff.  
New Appointments. Job offers. [alphabetical by name]  
Offers Declined. Job refusals. [alphabetical by name]  
Resignations and Dismissals. [alphabetical by name]  
Reappointments. Position renewal.  
Rules and Regulations. Memos re: holidays.  
Sick Leave. Reports of.  
Cancelled Contract Letters. Re: Library Reclassification project.  
Budget Commission, Report to. Correspondence re: vacancies.  
Resigned Contract Letters. Contracts of staff members who resigned.  
[arranged alphabetically by name]

Instructional:

Absences. Reports of.  
Change of Duties. Letter re: pool supervisor.

**BOX 6 (1951-1952)**

General. Includes resolutions on faculty deaths, lists of changes, tenure and promotion regulations.  
Faculty Loan Fund. Loan approval.  
Law School. Recommendations for promotions.  
Leaves of Absence. Requests for. [arranged alphabetically by name]  
New Appointments. Job offers. [arranged alphabetically by name]  
Reappointments. Position renewals.  
Research. Correspondence and proposals for research projects. [arranged alphabetically by name]  
Resignations and Dismissals. [arranged alphabetically by name]  
Sabbatical Leave. Requests for. [arranged alphabetically by name]  
Teaching Load. Correspondence re: chemistry and pharmacy.  
Part-time Assistantships. Recommendations and approvals.  
Recommendations for Promotions and Increases 1952-53. Correspondence re: salary adjustments.  
Retirement. Includes correspondence re: Retirement Act.  
Salaries:  
    Administrative. Correspondence and recommendations for promotions and raises.  
    Extension Division. Includes chart of salaries.  
    General. Correspondence and charts.  
    Instructional. Correspondence re: recommendations and raises.  
    Law School. Correspondence re: proposed raises.  
    Summer School. Letter re: teaching load.  
Scholarships and Fellowships. Includes announcements of.

**BOX 7 (1951-1952)**

**Faculty Committees:**

Special:  
    AFCA Award. Selection of recipients (ROTC).  
    Committee on Deferments. Request for AFROTC recommendations.  
    Enrollment Irregularities. Membership.  
    Naval Academy Selection Committee. Correspondence re: regulations, candidates.  
    Sullivan Award. Includes bulletin.  
Standing:  
    Admission, Entrance Exams, Scholastic Standing. Includes chart on other schools' policies.  
    Advisory Committee to the President. Recommendations for promotions and raises.  
    Bulletin Committee. Correspondence re: meetings and publishing of Caroliniana. Meeting minutes.

Curricula and New Courses. Recommendations for changes in.  
Faculty Endowment. Loan to professor.  
Faculty-Student Committee on Assemblies. Correspondence re:  
    scheduling speakers and programs.  
General. Correspondence re: committee assignments. [alphabetical by  
    faculty name]  
Graduate. Meeting minutes and recommendations.  
Petitions. Membership.  
University Council. Correspondence re: origin of.  
University Salaries. Comparisons with other Southern schools.  
    [alphabetical by school]

**Faculty Meetings.** Minutes.

**Fees:**

General. Request for help in paying.  
Refund. Requests for. [alphabetical by student name]  
Student Activities. Allocation of.

**Financial Statements:**

Athletics. Monthly statements.  
Duplicating Office. Monthly statements.  
Extension Division. Monthly statements.  
Sims College Canteen. Monthly statements.  
Statement of Expenditures. Monthly statements.  
Statement of Funds Withdrawn from State Treasurer. Monthly statements.  
Statement to the State Auditor. Monthly statements.  
Stewards Hall. Monthly statements.  
Student Activities Fees. Monthly statements.  
University Depository. Monthly statements.  
University Stores. Monthly statements.  
Veterans Housing Project. Monthly statements.  
Wade Hampton Cafeteria. Monthly statements.

**BOX 8 (1951-1952)**

**Football 1951:**

Carolina-Clemson. Correspondence and reports re: finances, tickets, other  
    arrangements.  
General. Includes efforts to de-emphasize football and eliminate bowl games.  
Luncheon. Responses to invitations to Carolina-Clemson luncheon. [alphabetical  
    by name]  
President's Guests. Correspondence re: tickets.

**Football 1952, Carolina-Clemson.** Correspondence re: legislative act requiring  
    Carolina-Clemson game to be played on Thursday of Fair Week.

**Ford Foundation.** Correspondence re: engineering school, fellowships.

**Foreign Tours Sponsored by USC.** Correspondence re: study abroad.

**Funds, Investment of.** Correspondence re: USC investments.

**General Education Board.** Correspondence re: funding for new Science Building  
    equipment.

**Gifts.** Correspondence re: items donated to USC.

**Honorary Degrees.** Correspondence and biographical information on recipients.  
[alphabetical by name]

**Insurance.** Correspondence re: conference held at USC.

**Inventory.** Supplies and equipment.

## **BOX 9 (1951-1952)**

### **Invitations:**

Functions of Other Universities and Colleges. Acceptances and regrets.  
[alphabetical by school name]

Other Functions. Acceptances and regrets. [alphabetical by school name]

University Functions. Acceptances and regrets. [alphabetical by school name]

**Medical Students.** Correspondence re: test scores.

**Miscellaneous Inquiries.** Includes personal matters.

**National Association of Manufacturers.** Correspondence re: scholarships.

### **National Defense:**

General. Defense Information Bulletins.

Military Service:

Call to Duty and Deferment. Correspondence re: deferments for USC students.

Universal Military Training. Correspondence re: value of.

### **Negro Problems:**

Applicants:

Bullard, Pauline. Rejection notice.

Cain, Frank Edward. Correspondence re: application and rejection.

Dantzler, Edward Allen. Correspondence re: application and rejection.

General. Declarations by Association of American Law Schools against segregation.

**Patterson, William H.** Correspondence includes committees, meetings, research.

**Questionnaires.** Various topics, including religious studies, fundraising, educational television.

## **BOX 10 (1951-1952)**

**Radio Broadcasting, Athletic Events.** Arrangements for football games.

**Radio Broadcasting Station USC.** Correspondence re: efforts to establish one.

**Recommendation, Letters of.** For jobs, military commissions.

**Red Cross.** Correspondence re: blood drive.

**Russell, Donald S.** Correspondence re: election as USC President.

### **Sesquicentennial Celebration:**

Committee Action, Etc. Includes reports and meeting minutes.

Conferences and Meetings. Includes reports and meeting minutes.

Founders Day. Arrangements for Founders Day dinner.

Garden Club Exhibit. Correspondence re: flower show at South Caroliniana Library.

General. Correspondence re: history of school, setting date for celebration, other schools' celebrations.

Pageants and Pictures. Plans for a pageant and a movie.

Publications. Correspondence with USC Press re: commemorative publications.

Publications, History of U of SC. Correspondence includes progress of author's research, distribution of books.

**Smith, Admiral Norman M.** Primarily re: his resignation as USC President.

**South Carolina Governing Boards and Commissions:**

Budget and Control Board. Correspondence and report on operating expenses and appropriations.

Historical Commission. Correspondence re: heat in War Memorial building.

Legislature, President's Report to. Correspondence re: preparation of.

State Department of Education. Correspondence re: state meeting.

**South Carolina State Hospital.** Correspondence re: curricula.

**BOX 11 (1951-1952)**

**Students:**

Absences. Excuses for.

Activities. Correspondence re: equipment.

Activities, University Day. Correspondence re: May Day.

Aid:

Business and Professional Women's Scholarship. Correspondence re: continuation of.

Danforth Foundation. Fellowship candidates.

Fullbright Program. Announcement of winners.

General. Correspondence re: essay contest.

Insurance Scholarship. Establishment of.

James F. Byrnes Foundation. Inquiry into scholarship.

Jobs. Assignment of.

McKissick Memorial Scholarship. Notification of award.

Norman Murray Smith Scholarship. Establishment of.

Scholarships and Fellowships. Awarding of.

Student Emergency Loan Fund. Recommendations for.

Union Bag and Paper Company Scholarship. Establishment of.

Counseling. Correspondence re: students' academic status.

Discipline. Correspondence re: panty raid, including student petition against.

Examination Schedules. Requests for rescheduling.

Foreign Students. Correspondence re: applications, inquiries on aid.

Honor Council. Extracts from Board minutes.

Organizations:

Atheism. Correspondence re: rumored Atheist Club.

Clariosophic and Euphradian Societies. Letter re: inventory of portraits.

Debating Society. Correspondence re: tournament.

Fraternities and Sororities. Includes reactivation of a fraternity.

University Band. Correspondence re: financial needs, performances.

University Theater. Includes recommendations on University Players.

WUSC. Letter re: moving.

Prospective. Inquiries from parents and potential students.

Prospective, Recruitment Program. Includes reports on Field Secretary's recruiting efforts.

**Publications:**

Gamecock. Includes letter re: error.

Garnet and Black. Correspondence includes dedication of yearbook to President Smith.

Location. Correspondence re: change in.

Withdrawals. List of.

**Tax.** Financial statement.

**Television.** Correspondence and bulletins re: hearings on TV allocations, educational TV, sports broadcasting.

**Temporary Buildings and Equipment:**

Surplus Equipment. Correspondence re: acquisition of federal agencies.

Veterans Educational Facilities. Correspondence re: proper disposal of.

Veterans Housing. Includes bid specifications for demolition of.

**Textbooks by Faculty Members.** Includes proposed policy on.

**Textbooks, Changes in.** Requests for.

**Travel Account.** Correspondence re: travel expenses.

**United States Government:**

Congress. Correspondence re: patriotic play.

Governmental Agencies:

Office of Education. Includes correspondence re: program for visiting educators.

State Department. Includes announcement of intern program.

**University of South Carolina.** Includes list of accomplishments during Smith's administration.

**Veterans:**

Entitlement and Eligibility Requirements. Re: legislation.

Veterans Administration. Correspondence re: tuition.

Veterans Administration Contracts. Correspondence re: tuition.

**Wadiak, Steve.** Letter re: death of.

**Wage Stabilization Board Seminar.** Correspondence re: proposed seminar.