

Guide to the Vassar College Dean of Students Records, 1877-2003 (bulk 1887-1992)

Administrative History

The current Office of the Dean of Students "oversees and coordinates the Office of Residential Life, Counseling Service, Health Services, International Services and the array of faculty, administrative, and student personnel who assist in the residence halls... In addition, the dean supervises the student fellow program—recruiting, training, and coordinating the activities of student fellows." Although the name has changed several times, the office was created at the founding of the college. The Lady Principal was the first college official to deal with student life and the rules and regulations of the college. The initial charge of the principal was ensure that students personal, moral and spiritual needs were being tended. She acted as an academic and personal advisor, oversaw student housing, and presided over most social events. The responsibilities of the office have changed in the succeeding decades, but the main focus is still student life.

[Top](#)

Scope and Content Note

Correspondence, reports, memoranda, minutes, questionnaires, blueprints and architectural drawings relating to student life, campus facilities, admissions, events, as well as other student life and general administrative issues. The records contain much information about changes in student regulations and the concept of *in loco parentis*.

[Top](#)

SERIES I. Mixed Records

Box 1 Lady Principal's record books, 1877-1891 (9 volumes) Box 1 Lady Principal's calendar and expense book, 1891-1915 (1 volume) Box 1 Minutes of Teacher's Meetings, 1883-1884 (1 volume) Box 1 Absence record books, ca. 1903-1909 (2 volumes) Box 1 Warden's Calendar, 1915-1921 (1 volume) Box 1 Warden's Meeting notes, 1915-1931 (4 folders holding multiple bundles) Box 1 Registration books, 1924-1948 (3 volumes) Box 1 Room draw records, ca. 1912-1919 (1 volume and 1 folder) Box 2 Miscellaneous alphabetical records, ca. 1914-1924 (2 folders) Box 2 Warden - Plan of Work, ca. 1923-1947 (1 folder) Box 2 Warden - Speeches, 1938, 1953, n.d. (1 folder) Box 2 Lathrop Plan (Student Waitresses), ca. 1942 (1 folder) Box 2 Student-Faculty Joint Committee, 1935-1939 (1 folder) Box 2 Conferences - A.S.U., Dec 1938 (1 folder) Box 2 Conferences - World Youth Congress, 1938 (1 folder) Box 2 World War II (1 folder) Box 2 Three-Year Plan, (1 folder) Box 2 Trustee Information Requests, 1959-1962 (1 folder) Box 2 Miscellaneous - Mail, Locks, etc., 1938-1950 (1 folder) Box 2 Riding, Sailing and Flying, 1955 (1 folder) Box 2 Food Service, 1951 (1 folder) Box 2 Language Corridors, 1945-1948 (1 folder) Box 2 Kenyon Hall, 1934-1955 (1 folder) Box 2 Mental Hygiene, 1941-1948 (1 folder)

Box 2 Radio Station, 1948-1949 (1 folder) Box 2 Parlors, 1943-1944 (1 folder) Box 2 Outing Club, 1939-1955 (1 folder) Box 2 Marriage Courses and Married Students, 1934-1944 (1 folder) Box 2 Student Expenditures, 1925-1949 (1 folder) Box 2 Annual Reports, 1967, 1973, 1975 (1 folder) Box 2 Special Committee on Sarah Gibson Blanding's retirement, 1963-1964 (1 folder) Box 2 Trustee Committee on Women, 1971-1972 (1 folder) Box 2 Administrative Retreat, 1949-1965 (1 folder) Box 2 Alumnae - Complaints, 1961 (1 folder) Box 2 Faculty Committee on Student Affairs, 1968-1969 (1 folder) Box 2 Coeducation, 1967-1970 (1 folder) Box 2 Coeducation - Protest letters, 1969-1971 (1 folder) Box 2 Student governance, ca. 1950-1967 (1 folder) Box 2 Student participation in governance, 1965-1969 (2 folders) Box 2 The [black student] sit-in, 1969 (1 folder) Box 2 Senior privileges, 1966-1967 (1 folder) Box 2 Underclass and senior regulations, 1968 (1 folder) Box 2 Social regulations, 1969 (1 folder) Box 2 Revisions of social regulations, 1969 (1 folder) Box 2 College regulations, 1969 (1 folder) Box 2 Financial policies re student organizations, 1940-1959 (1 folder) Box 2 Student organizations - Annual balances, 1941-1960 (1 folder) Box 2 House fellow plan, 1947-1951 (1 folder) Box 2 House fellows, 1957-1959 (1 folder) Box 2 Cooperative houses, ca. 1933-1940 (1 folder) Box 2 Cooperative system, 1951-1952 (1 folder) Box 2 Ferry House, 1950-1967 (1 folder) Box 2 French House, 1968-1969 (1 folder) Box 2 Kendrick House, 1967-1969 (1 folder) Box 2 Drugs, 1972 (1 folder) Box 2 Alcohol, 1971 (1 folder) Box 2 Student organizations - policies, 1967-1970 (1 folder) Box 2 Student elections - Procedures and results, 1967-1968 (1 folder) Box 2 College Government Association, 1968-1969 (3 folders) Box 2 Student Government Association, 1970-1972 (2 folders) Box 2 Founder's Day Reports, 1950-1957 (1 folder) Box 2 Founder's Day, 1969-1976 (1 folder) Box 3 Commencement notes, 1935-1958 (2 folders) Box 3 Daisy chains, academic processions, 1951-1959 (1 folder) Box 3 Film: "The Mirror," 1960 (1 folder) Box 3 Miscellaneous reports, etc., on freshmen, etc. (1 folder) Box 3 Master Planning Committee?, ca. 1965 (1 folder) Box 3 Master Planning Committee, 1969-1974 (1 folder) Box 3 Master Planning Committee - Townhouses, 1969-1971 (1 folder) Box 3 Master Planning Sub-Committee - Student Housing, 1971-1972 (1 folder) Box 3 Master Planning Committee - Vassar Farm, 1975-1976 (2 folders) Box 3 Townhouses, 1968-1971 (2 folders) Box 3 Dormitories, 1967 (1 folder) Box 3 Dormitory Committee Minutes, 1967-1968 (1 folder) Box 3 Articles on residences, 1967 (1 folder) Box 3 Pre-fab dormitories, 1968 (1 folder) Box 3 Dormitories - questionnaire, 1967 (1 folder) Box 3 Dormitories - Storage requirements, ca. 1967 (1 folder) Box 3 Vassar Dormitory Rehab Study, 1972 (1 folder) Box 3 Released space, 1973 (1 folder) Box 3 Dormitories, ca. 1973 (1 folder) Box 3 New dormitory, 1971 (1 folder) Box 3 Dining - center, 1970-1971 (1 folder) Box 3 Terrace Apartments, 1972 (1 folder) Box 3 Terrace Apartments - Committee on Furnishings, 1972 (1 folder) Box 3 Dormitories - Suggestions, 1968 (1 folder) Box 3 New Housing, 1972 (1 folder) Box 3 Variable room rents, 1972 (1 folder) Box 3 Room alterations, 1973-1974 (1 folder) Box 3 Emergency room assignments, 1975-1976 (1 folder) Box 3 Students' building, 1946-1964 (1 folder) Box 3 Students' building - Child room, 1971-1974 (1 folder) Box 4 Miscellaneous building plans and files, some from the Master Planning Committee, ca. 1965-1979 (several folders and loose plans) Box 7 Recommendation letters — RESTRICTED FILES (2 folders) Box 7 Student status and leaves — RESTRICTED FILES (3 folders)

SERIES II. Vice President for Student Affairs

Box 3 Admissions — Common application, 1976 (1 folder) Box 3 Admissions — Director of Admissions, 1974-1976 (1 folder) Box 3 Admissions — HEW

Investigation of Discrimination, 1973-1975 (1 folder) Box 3 Admissions — Minority Recruitment, 1970-1982 (1 folder) Box 3 Admissions — Publications (2 folders) Box 5 Admissions — Recruiting film, 1974 (1 folder) Box 5 Admissions — Statistics, 1968-1980 (2 folders) Box 5 Admissions — Studies (1 folder) Box 5 Admissions — Admissions Study Report, 1974 (1 folder) Box 5 Admissions — Vassar Alumnae Admissions Handbook, 1976 (1 folder) Box 7 Admissions — RESTRICTED FILES (12 folders)

SERIES III. Vice President for Administrative and Student Affairs

Box 5 Auxiliary Services, 1981-1991 (2 folders) Box 7 Auxiliary Services — RESTRICTED FILES (1 folder) Box 5 Budget Requests — Auxiliary Services, 1989-1992 (1 folder) Box 5 Budget Requests — Food, 1989-1992 (1 folder) Box 5 Budget Requests — Halls, 1990-1992 (1 folder) Box 5 Budget Requests — Security, 1989-1992 (1 folder) Box 5 Campus Activities — Administration, 1973-1983 (1 folder) Box 5 Campus Activities — Alcoholic Beverage Catering - Revised Liquor Regulations, 1976-1989 (1 folder) Box 5 Campus Activities — College Center, 1975-1989 (2 folders) Box 5 Campus Activities — Convocation, Commencement, etc., 1985-1989 (1 folder) Box 5 Campus Activities — Social Life, 1986-1987 (1 folder) Box 5 Campus Activities — Transportation, 1973-1974 (1 folder) Box 5 Campus Activities — Use of Buildings, 1972-1989 (1 folder) Box 5 Campus Activities — Video Yearbook, 1986-1987 (1 folder) Box 5 Chess Club, 1980-1981 (1 folder) Box 5 Coeducation — Inquiries, 1969-1987 (1 folder) Box 5 Coeducation — Intracollege Correspondence and Notes, 1967-1984 (1 folder) Box 5 Coeducation — Reports from other Colleges, 1973-1977 (1 folder) Box 5 Coeducation — Studies and News Articles, 1966-1974 (2 folders) Box 7 Confidentiality — RESTRICTED FILES (1 folder) Box 5 Council of International Exchange of Scholars, 1984 (1 folder) Box 5 Demonstrations, 1969 (1 folder) Box 5 Drugs and Alcohol, 1988-1991 (1 folder) Box 5 Facilities Operations, 1989-1991 (1 folder) Box 5 Facilities Resources Management Report on Vassar's "Facilities Financial Exposure," 1986 (1 folder) Box 6 FIPSE Application, ca. 1990 (1 folder) Box 6 Food Service Security — Food Service, 1989-1991 (1 folder) Box 6 Food Service Security — ARA, 1983-1990 (2 folders) Box 6 Food Service Security — Before ARA, 1982-1991 (1 folder) Box 6 Forms, ca. 1986 (1 folder) Box 6 Freshman Orientation, 1978-1989 (1 folder) Box 6 Freshman Parents Weekend, 1982-1984 (1 folder) Box 6 Halls, 1983-1991 (1 folder) Box 7 Halls — RESTRICTED FILES (1 folder) Box 6 Housing Procedures and Policies, ca.1986 (1 folder) Box 6 I.D. Committee, 1989-1990 (1 folder) Box 6 Health Services, 1988 (1 folder) Box 6 House Fellows, 1978-1989 (1 folder) Box 7 Mug — RESTRICTED FILES (2 folders) Box 6 New York State Department of Education, 1989-1990 (1 folder) Box 6 Noyes West End Coffee House, 1982-1986 (1 folder) Box 7 Parents — RESTRICTED FILES (1 folder) Box 6 Radio Station, 1980-1989 (1 folder) Box 6 Rumors and Clarifications, 1990-1991 (1 folder) Box 7 Schwartz Fund — RESTRICTED FILES (1 folder) Box 6 Security — General, ca. 1979-1986 (1 folder) Box 6 Security — Advisory Committee, 1980-1991 (1 folder) Box 6 Security — Campus Patrol, 1989-1991 (1 folder) Box 6 Security — Consultants, ca. 1987-1990 (1 folder) Box 6 Security — Courses, ca.1977-1983 (1 folder) Box 6 Security — Reporting, ca. 1988-1991 (1 folder) Box 6 Security — Staff Manual, 1989 (1 folder) Box 7 Security — RESTRICTED FILES (2 folders) Box 6 Sophomore Parents Weekend, 1980-1988 (1 folder) Box 6 Student Committees and Organizations, 1977-1989 (1 folder) Box 6 Student Deposits, 1973-1974 (1 folder) Box 6 Student Fellows, 1981-1985 (1 folder) Box 6 Student Handbook, 1982-1988 (1 folder) Box 6 Student Housing, 1983-1989 (1 folder) Box 6 Student Profile, 1975 (1 folder) Box 6

Students — Social Life, 1986 (1 folder) Box 6 Town Houses, 1971-1983 (1 folder) Box 6 Town Students, 1978-1983 (1 folder) Box 6 Vassar Student Association — General, 1979-1988 (1 folder) Box 6 Vassar Student Association — Budget, 1977-1984 (1 folder) Box 6 Vassar Student Association — Constitution and Grant of Authority, 1969-1985 (1 folder)

SERIES IV. House Fellow Program

Box 9 House Fellows - Manuals and House Fellow Committee Reports, 1973-1990 (1 folder) Box 9 House Fellows - Lists, 1951-2002 (1 folder) Box 9 House Fellows - General, 1951-1961 (2 folders) Box 7 House Fellows - General — RESTRICTED FILES, 1971-1977 (6 folders) Box 8 House Fellows - General — RESTRICTED FILES, 1977-1981, 1984-1992, 2002-2003 (13 folders) Box 8 House Fellows - Reports — RESTRICTED FILES, 1979-1992 (12 folders) Box 8 Associate House Fellows - RESTRICTED FILES, 1981-1987 (3 folders)