

WE ENTER THE NEW YEAR IN THE SPIRIT OF CONFIDENCE and good cheer. After the holiday season of relaxation the work of 1941 is begun with renewed zest and courage.

THE REGISTRATION PROCEDURE FOR THE SPRING SEMESTER has been under way for several weeks. All Juniors, Seniors and Graduates have been notified by card to make necessary adjustments in courses during the week, January 6-11. If no changes are needed their registrations for the spring will stand as filled out at the opening of the school year.

ALL FRESHMEN AND SOPHOMORES ARE BEING URGED TO MAKE any necessary changes during the week, January 13-18. If none are made their cards will also be prepared for the Business Office right away. We are doing this to speed up the process and to avoid congestion during the regular registration period announced in the catalog.

NEW STUDENTS WILL BE GIVEN RIGHT OF WAY FOR registration during the regular date, January 22-29 which corresponds to our Fall Final Examination period.

YOUR ADMIT TO CLASS CARDS should be handed to you by the students on January 30 and 31, for the TTS and MWF classes respectively. Students who fail to present their cards on these two dates should be sent to the Business Office immediately after those class periods. If you will do this it will accommodate the Business Office and will facilitate the preparation of your own class rolls.

EACH DEPARTMENT HEAD IS REQUESTED TO CONFER WITH ALL department staff members and through them make sure all spring registrations are completed on the above schedule. This will help all of us to avoid last minute rushes and feverish uneasiness.

THE FALL FINAL EXAMINATION SCHEDULE IS ATTACHED. Please follow it closely. Any variations are to be reported to the Registrar's Office ahead of time for adjustment or correction. We desire to serve all with equity.

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 SCHEDULE FOR FINAL EXAMINATION - FALL 1940-41
 

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In administering the Final Examination for the fall semester seven school days will be included as announced in the current catalog. Two examinations are to be given daily, 8:00 A.M. and 1:00 P.M., allowing approximately two and one-half hours for each examination.

The days to be used for the examination are January 22-29. Examinations not included in the schedule may be given at the discretion of the teacher, provided they come within the above designated period. Small classes meeting at odd hours should check with the Registrar for exam date.

Please grade papers of doubtful students immediately after the examination and report all failing students right away. This will facilitate adjustments in the spring courses of these students and will enable the Registrar's Office, and also the Business Office to serve everyone promptly.

All grades are to reach the Registrar's Office not later than noon, Monday, February 3rd. We serve our patrons with promptness through cooperative service.

EVENING COLLEGE classes will use the regular class sessions during the week of January 20-25 for final exams.

CLASS HOUR	EXAM HOUR	DATE
8:00 M.W.F.	8:00	Wednesday, January 29
9:00 M.W.F.	8:00	Wednesday, January 22
10:00 M.W.F.	1:00	Monday, January 27
12:00 M.W.F.	1:00	Wednesday, January 29
8:00 T.T.S.	8:00	Thursday, January 23
9:00 T.T.S.	8:00	Tuesday, January 28
10:00 T.T.S.	1:00	Thursday, January 23
11:00 T.T.S.	8:00	Saturday, January 25
12:00 T.T.S.	1:00	Saturday, January 25

## EXCEPTIONS TO THE ABOVE

Biol. 11 (Additional)	1:00	Tuesday, January 21
English 11	8:00	Friday, January 24
English 24	1:00	Friday, January 24
Math 12 and 13	8:00	Monday, January 27
French (Miss Hall)	1:00	Tuesday, January 28
Spanish (Miss Cummings)	1:00	Tuesday, January 28
Social Science (Sherer)	1:00	Wednesday, January 22
Psychology 121	1:00	Wednesday, January 22

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THE POLICY OF THE COMMITTEE ON ACADEMIC HONESTY

- I. Policy Regulating the Conduct of Examinations by the Teachers:
1. Whenever possible the teacher of a class should himself prepare the questions for, and personally have charge of the examination. If he is absent, it should be in charge of another member of the faculty or of some one approved as sufficiently mature and responsible. The one conducting it should not leave the room during the examination, and shall act in such manner that he is known to be in charge of the test.
  2. No conversation between students or interchange of notes, books, or other material should be permitted during the examination.
  3. No grade for an examination taken out of the regular time may be higher than C unless a doctor's certificate excuses the absence. In such a case the grade may be B.
- II. Policy Concerning the Physical Conditions Under Which Examinations are Given:
1. When possible, at least one seat should separate students during examinations. Removal of the class to larger rooms or divisions of it into sections, to make this possible, is recommended.
  2. The student should be encouraged not to bring notebooks, texts, or other material to the examination room. In the event such material is brought to the examination room, it should be placed out of the student's reach.
  3. A double set of questions or a list of twice the number that can be answered within the period may be used and assigned to the two groups in the odd and the even seats.
  4. It is suggested that each teacher make a talk to his class before examination urging upon his students honesty and informing them as to penalties that may be imposed in case of misconduct.
- III. Policy Recommended in Cases of Academic Dishonesty:
1. Usually the penalty for the first offense shall be loss of credit; for repeated offense, suspension from the University.
  2. In the first offense the matter shall be handled by the

teacher of the class, but in cooperation with the Committee of Academic Honesty in the following respects:

- (1) Ascertaining from the committee before penalty is assessed whether it is a first or second offense.
- (2) Report to the committee in writing for the records of the committee an account of the offense and the penalty imposed.
3. The committee will cooperate with the teacher by supplying any information that it may have in its possession and in helping to protect the teacher from unnecessary hostility and embarrassment.
4. In a repeated offense the nature of the offense and of the penalty to be imposed shall be determined by the teacher and the committee in consultation. If the penalty exceeds withholding of credit for the course, it shall be assessed in the name and by the authority of the committee.
5. The object sought in all cases shall be the interest of the student and his fellow students. To attain this end unnecessary publicity shall be avoided.

C. K. Holsapple, Chairman  
Committee on Academic Honesty

THE CIVIL AERONAUTICS ADMINISTRATION IS OFFERING A flight training scholarship to each institution that is giving the C.A.A. course, available for a faculty member. Anyone of our teachers who has sufficient ambition and agility to qualify might investigate it. Dean Hall has the information.

PLEASE EXCUSE THE FOLLOWING BOYS WHO MADE THE TRIP TO Houston on Friday, November 22. Through an error, this report was not turned into the office until now.

Clarence Alexander	James Hampton	Bill Crawford
Floppy Blackmon	Connie Sparks	Rusty Cowart
Beecher Montgomery	Paul Smith	Mike Harter
Ray Standley	Ennis Kerlee	Leonard Pugh
Bruce Alford	Dean Bagley	Ronnie Brumbaugh
Jack Odle	Woodrow Adams	Phil Roach
Nolan Sparks	Kyle Gillespie	Logan Ware
Frank Kring	A. J. Brumbaugh	Robert Moss
Derrell Palmer	Bill Ramsey	Bobby Sherrod
Dave Wafford	Drummond Slover	Gus Bierman
Preston Thompson	Charles Conway	

ABSENCES EXCUSED:

<u>Name</u>	<u>Date &amp; Course</u>	<u>Reason</u>
Names redacted	12/20 - All classes	Illness
	12/11,19 - Music	Illness
	12/14 - Eng., Soc. Sci.	Illness
	12/16-20 - P.T.	Illness
	12/20 - All classes	Illness
	12/16-25 - All classes	Illness
	12/20,21 - All classes	Illness
	12/20 - Eng.146	Illness
	12/18,19,20 - All classes	Illness
	12/14,21 - All classes	Illness
	12/21 - All classes	Illness
	12/14 - All classes	Illness
	12/16 - All classes	Illness
	12/6-21 - All classes	Operation
	12/11-21 - All classes	Illness
	12/13,14,20 - All classes	Illness
	12/18,19 - All classes	Illness
	12/13,18,19 - All classes	Illness
	1/6 -Span.	Illness
	12/14-21 - All classes	Illness
	12/19 - Germ.	Illness
	12/14 - Speech	Illness
	11/26,27,12/10 - All classes	Illness
	1/6 - Eng.11	Illness
	12/21,20 - All classes	Illness
	12/18,19 - All classes	Illness
	12/19/20 - Span.133,Geol.18	Car late
	1/6,7 - All classes	In snowstorm and missed train
	12/5,6,17,18,19,20 - All classes	Illness
	1/6-7-8-9 - All classes	Illness
12/4,16,17 - All classes	Illness	

## AN IMPORTANT REQUEST

Our Athletic Staff is requesting an immediate report on Varsity and Freshman athletes to guide in a program of tutoring before the fall final examinations. In your report use the letters A-B-C-D-F where possible. If the student is passing and you cannot give an accurate grade use the "passing" mark -P. These reports should be sent to the Registrar's Office not later than 9 A.M. Saturday the 11th.

<u>Name</u>	<u>Course &amp; No.</u>	<u>Grade</u>	<u>Name</u>	<u>Course &amp; No.</u>	<u>Grade</u>
Adams, Trotter			Hall, Van		
Adams, Woodrow			Hogue, A. D.		
Anderson, Carl			Huffman, A. J.		
Alexander, Clarence			Hampton, Jim		
Alford, Bruce			Harter, Mike		
Bagley, Dean			Harrison, Odell		
Bierman, Gus			Harrison, Marcell		
Brumbaugh, Ronnie			Hightower, Harmon		
Brumbaugh, A. J.			Kirk, Bob		
Blackmon, Floppy			Kincaid, Carson		
Blackstone, Billy			Kerlee, Ennis		
Barron, Buddy			Kring, Frank		
Billingsley, Jack			Lowden, Bill		
Baufman, Homer			Kocurek, Lawrence		
Balaban, Bob			Looney, Bob		
Butcher, Bob			Monroe, L. A.		
Barge, W. D.			Montgomery, Beecher		
Borger, Edwin			Moss, Bob		
Bond, John			Mecaskey, James		
Clark, J. E.			Malloy, Sam		
Castell, Hoyt			McCullum, Bob		
Cyrus, John			Moody, Bert		
Conway, Charlie			Medanich, Frank		
Cobb, Owen			Moorehead, Leroy		
Crawford, Bill			Nix, Emory		
Cowart, Rusty			Odle, Jack		
Cannaday, Leonard			Odell, A. C.		
Ezell, Dee			Fattee, Jimmy		
Ezell, Don			Palmer, Darrell		
Ezell, Beekie			Pope, Howard		
Flowers, Clyde			Pugh, Leonard		
Groseclose, Robt.			Pritchett, Bill		
Grost, Frank			Pike, Alan		
Gillespie, Kyle			Reeves, Ted		
Holt, Guy			Rogers, Joe		
Hall, Woodrow			Ramsey, Bill		

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## ATHLETIC REPORT (CONT'D):

<u>Name</u>	<u>Course &amp; No.</u>	<u>Grade</u>
Roach, Phil	_____	_____
Sims, T. J.	_____	_____
Strithmatter, Walter	_____	_____
Stanley, Ray	_____	_____
Slover, Drummond	_____	_____
Sparks, Connie	_____	_____
Sparks, Nolan	_____	_____
Sherrod, Bobby	_____	_____
Smith, Paul	_____	_____
Tankersley, Ralph	_____	_____
Tankersley, Dennis	_____	_____
Taylor, Fred	_____	_____
Wagler, Al	_____	_____
Williford, Eugene	_____	_____
Woodfin, James	_____	_____
Webb, J. T.	_____	_____
Waller, Jack	_____	_____
Ware, Logan	_____	_____
Wafford, Dave	_____	_____