

## FINAL EXAMINATION SCHEDULE - FALL 1941

As announced in the current Catalog the final examinations for the fall semester will be given, January 26-31. Two examinations are to be given daily, 8:00 A.M. and 1:00 P.M., allowing approximately two hours and thirty minutes for the average student.

Examinations not scheduled are to be given at the discretion of the teacher, provided they come within the above designated week, and provided there is no conflict in hours. Small classes meeting at odd hours should be checked with the Registrar for examination date.

Please grade papers of doubtful students immediately after the examination and report failing students to the Registrar's Office on the next morning after grading them. This will facilitate adjustments in spring registrations.

Grades on all students are due in the Registrar's Office not later than Wednesday noon, February 4. Through the cooperation of all we will be able to serve our patrons promptly.

In the schedule submitted below all special requests from teachers have been met to the best of our ability.

CLASS	HOUR	EXAM	HOUR	DATE
8:00	M.W.F.	8:00		Monday, January 26
9:00	M.W.F.	8:00		Wednesday, January 28
10:00	M.W.F.	8:00		Friday, January 30
12:00	M.W.F.	8:00		Saturday, January 31
8:00	T.T.S.	8:00		Thursday, January 29
9:00	T.T.S.	1:00		Wednesday, January 28
10:00	T.T.S.	1:00		Thursday, January 29
11:00	T.T.S.	1:00		Friday, January 30
12:00	T.T.S.	1:00		Saturday, January 31

EXCEPTIONS TO THE ABOVE SCHEDULE

Economics 21	1:00	Tuesday, January 27
English 11	1:00	Tuesday, January 27
English 24	8:00	Tuesday, January 27
Geology 18	8:00	Tuesday, January 27
Government 128	1:00	Monday, January 26
Math 12, a,b.	1:00	Monday, January 26
Psy 121	8:00	Saturday, January 31
Spanish 11, 21(Cummings)	1:00	Saturday, January 31

Evening College examinations are to be held on a special schedule.  
S.W.Hutton, Registrar



## 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.

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COOPERATING WITH THE URGENT APPEAL OF THE RED CROSS--Prof. Prouse has been placed in charge of the drive on the T.C.U. Campus. He will be assisted by :

Dr. Boeck- On the lower floor and in the Evening College,  
Mr. Wright- First floor,  
Dr. True, Mr. Baker- Second floor,  
Prof. Sammis-Third floor,  
Prof. Crouch-Brite,  
Mr. Grubbs -Athletic group,  
Dr. Hewett -Science Division.

One of these will approach you within the next two weeks.

"REMEMBER THE JAP DOUBLE-CROSS and GIVE to the AMERICAN RED CROSS".



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January 16, 1942

No. 17

The following students are excused from classes, January 16th, 17th:

Arthur Norred  
W. R. Rucker  
Johnny Pickering

Kirby Ellis  
G. L. Robertson  
Bill Welsh

## EXCUSED ABSENCES:

Name	Date & Class	Reason
Names redacted	1-7-42 Fr., Jour.,	Illness
	1-9-42 Geol. 18, Psy. 121	Illness
	<del>11-12-42</del> Jour.,	Illness
	12-19, 20-41 Sp.; Bible, Psych.	Illness
	12-11-41 Psych, Eng. P. T.	Illness
	1-7-42 All Classes	Illness
	1-9, 10-42 All Classes	Illness
	1-9-42 Eng.	Illness
	1-7; 8; 10-42 All Classes	Illness
	1-5, 6, 7, 8, -42 All Classes	Illness
	1-6-42 Bible	Illness
	1-8, 9, 10-42 All Classes	Illness
	1-10-42 Math	Car trouble
	1-12-42 Hist. Eng.	Illness
	1-10, 12-42 All Classes	Illness
	1-13-42 Soc. Sci.	Illness
	1-5; 9-42 Span. Chem.	Illness
	1-5, 7, 9-42 All Classes	Accident
	1-7-42 Eco. B.A.	Illness
	1-9-42 Soc.	Illness
	1-9-42 All Classes	Illness
	1-13; 14-42 All Classes	Illness
	1-12, 13, 14-42 All Classes	Illness
	12-17 to 12-41 All Classes	Illness
	1-8-42 Eng. 11a	Illness
	1-7-42 Eng. 146	Illness
	1-8, 9-42 All Classes	Illness
	1-7-42 All Classes	Illness
	1-10, 12-42 All Classes	Illness
	1-10-42 All Classes	Illness
	1-14-42 All Classes	Illness
	12-20-41 Eng.	Illness
	12-18 to 20-41 All Classes	Illness
	1-12-42 All Classes	Illness
	1-12-42 Eng. 12a	Illness
	12-13 to 20-41 All Classes	Illness
	1-7-42 All Classes	Funeral
	1-9, 10, 11-42 All Classes	Illness
	1-8-42 All Classes	Illness
	1-7-42 All Classes	Illness
	1-13-42 All Classes	Illness
	1-13-42 Eng.	Illness
	1-6-42 All Classes	Illness