

T. C. U. FACULTY BULLETIN

Vol. XIV

October 1, 1942

No. 3

ATTENTION of the faculty is called to the POLICY concerning absences shown on pages 26 and 27 in the current catalog.

"Credit and grade in a course are to be determined primarily on the student's mastery and attainment set for the course, as measured by

- (1) preparation of class work,
- (2) class tests,
- (3) final examinations, and
- (4) initiative and diligence.

Regular class attendance is required of Freshman and Sophomore classes. No 'cuts' are 'allowed'. Several absences will tend to lower the grade; frequent or persistent absence will endanger a passing grade.

Class attendance is expected in all Junior and Senior classes subject to special arrangement with the teachers in case of special assignments for students with high grades such as on the 'honor' plan .....

Teachers are requested to report to the Registrar the name of any student who is absent from three consecutive class periods and an accumulation of absences endangering the record of the student. (Delinquency cards are available in the Registrar's Office.)

A faithful student will arrange for an absence in advance with the teachers or will explain it immediately on return."

TEACHERS WILL PLEASE REMEMBER TO KEEP AN ACCURATE RECORD OF ABSENCES FOR THE TOTAL ABSENCES ON EACH STUDENT WILL BE CALLED FOR ON THE SEMESTER GRADE SHEET REPORT.

-----

PLEASE CHECK YOUR CLASS to make sure you have a white card (Admit to Class) for each student you are teaching, whether in class or as a private (music) student.

T. C. U. FACULTY BULLETIN

---

Vol. XIV

October 1, 1942

No. 3

---

TEACHING LOAD REPORTS WILL BE CALLED FOR NEXT WEEK.

-----

MAKE NO CHANGES IN CLASS ROOMS WITHOUT CONSULTING THE REGISTRAR. We must know where to find every student at any hour of the day when he is scheduled in class. This is exceedingly important.

-----

Please excuse the following men from classes Wednesday, September 23, until 10:00 a. m., Monday, September 28. They were on a trip to California.

John Bond	Emery Nix	Derrell Palmer
Charles Conway	Billy Blackstone	Clyde Flowers
John Chimento	Barney Carroll	John Watkins
Don Ezell	James Woodfin	Derrell Tipps
Sam Weatherford	Clifton Caffey	Paul Admire
Van Hall	Mike Harter	Billy Hearne
James Gibson	J. C. Oneal	Drummond Slover
Joe Rogers	Dee Ezell	Bruce Alford
Ralph Porter	Billy Houtchens	Trotter Adams
Bob McCollum	John Houtchens	Bob Balaban
Beecher Montgomery	John Smith	Roy Bloom
Dean Bagley		

-----

Dear Faculty Members:

In our advanced secretarial science class (Sec. Sci. 32) we are requiring our students to work at least one hour each week as a secretary. If you would help us by letting these students act as a secretary for you, it will help them to become more proficient in their work and, we hope, lighten your load at the same time. Any help you can give us will be greatly appreciated.

Thanks,

Mrs. Alma Bailey

T. C. U. FACULTY BULLETIN

VOL. XIV

October 1, 1942

No. 3

EXCUSED ABSENCES

NAME	DATE	CLASS	REASON
Names redacted	9/23/42	All Classes	Illness
	9/22,24,26/42	Gym	Illness
	9/26/42	Soc. Sci.	Illness
	9/26/42	All Classes	Illness
	9/24,25,26,28,29/42	All Classes	Illness
	9/29/42	All Classes	Illness
	9/25,26/42	Phys. Eco. P.E.	Illness
	9/26/42	All Classes	Illness
	9/23/42	All Classes	Illness
	9/28,29/42	All Classes	Illness
	9/22,24,26,29/42	Mech. Drawing	Work
	9/27,29/42	All Classes	Phys. Exam.
	9/28/42	All Classes	Illness
	9/24/42	All Classes	Illness