

T. C. U. FACULTY BULLETIN

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DETAILS - YES - BUT IMPORTANT ONES

"For want of a nail the shoe was lost, etc.", you know the story, but that's not what I'm writing you about today. This important word has to do with details in the offices on the campus in which all of us are to share responsibility. Yes, details are important, so here they are:

1. Absences count from the very first meeting of the classes - February 1 and 2. Kindly take note and make your record accordingly.

2. Some teachers do not yet understand the meaning of an "I" grade; some are too lenient, others are a bit close. If the student has failed to turn in written work, misses the final examination or any other piece of work within the course considered important enough to hold up the grade when the end of the semester comes (January 30th in this instance) sent in an "I" grade. Before the work in any form can be made up the student must bring to the teacher a permit from the Registrar. Let the Registrar determine whether or not the fee is to be paid. When the student brings back the permit properly filled out by the Registrar, then the teacher may receive the lacking work and turn in the grade on the permit. March 1st is the last day for removal of an "I". This is backed by Cabinet Action. Please let us work together on this matter. Thank you!

3. Quite a number of our students have registered late. If anyone comes to your class after you receive this Faculty Bulletin, February 4th, please send the student directly to the Business Office for his cards. To hold students in class longer than this date complicates the work in both the Business Office and the Registrar's Office. Furthermore, the teacher is not permitted to retain students without credentials. Where some emergency has arisen we will meet it when the student comes to the Business Office.

4. Thanks to all faculty members who turned in their grades on time. Your thoughtfulness is certainly appreciated.

5. When students turn in absence excuses they are checked carefully and the bonafide ones are excused through the Faculty Bulletin that the teacher may know why the student did not appear in class. This gives the student privilege of making up the work missed, at the convenience of the teacher.



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6. When teachers report absences to the Registrar, the information is passed on promptly to the Deans of Women and Men for follow up. These in turn are to report back to the teacher. Please report three consecutive and persistent absences. This is good morale all the way around. Thanks!

7. All faculty members are requested to post their grades. This will save you having to tell the students individually. From the Registrar's Office the grades are sent to the home of the student (to parents if student is under 21). We cannot give them out over the counter for many reasons which we cannot detail in this paragraph.

8. Please remain in the class room originally assigned unless a change has first been cleared through the Registrar's Office.

9. A number of the teachers omitted a record of absences on the Grade Report Sheets, so after the rush is over we will be coming back to you for this further information requested in a recent Faculty Bulletin.

EXCUSED ABSENCES

NAME	DATE	CLASS	REASON
Names redacted	1/18-23/43	All Classes	Illness
	1/5-30/43	All Classes	Illness
	1/18-30/43	All Classes	Illness
	1/21-26/43	All Classes	Illness