

TO INSTRUCTORS OF NAVY V-12 MEN:

On Wednesday, August 1, please leave in my office the name, course number and grade of all V-12 men who have made a grade of "D" or "F" during the four-week period of July 4-July 31. Instructors having no such grades to report, will please report either "No D's or F's" or "No V-12 men in my classes," any time between now and August 1.

ITEMS OF ADMINISTRATIVE GUIDANCE:

1. Saturday, August 25 (noon) marks the last day of class attendance for graduating Seniors.
2. Grades on graduating Seniors are to reach the Registrar's Office not later than 9:00 A.M. Monday, the 27th.
3. Commencement exercises will be held at 8:00 P.M. August 28th.
4. Final grades on Summer Term classes and mid-trimester grades on Summer-Fall classes (other than graduating Seniors) may be turned in as they are ready after the close of the Summer Term, August 28. These must be received in the Registrar's Office not later than Monday, September 3, 9:00 A.M.
5. August 29 and 30 will be enrollment days for the Fall Term. Fall classes begin August 31.
6. No rigid examination schedule has been set for tests and examinations ending the Summer-Term classes, but the grades should take into account at least one formal examination toward the end of the term, and classes should meet up to and including August 28. Summer-Fall grades at mid-trimester should take into account at least one formal test, and this test is to be given toward the end of the 8-week period. It is suggested that no teacher give more than one full period examination to the same class during the last week.

CONCERNING BOOK ORDERS:

Please ascertain whether the books have been ordered for your Fall and Winter classes. If not take care of this matter immediately.

Signed:

Jerome A. Moore, Dean
Add Ran College of Arts and Sciences

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NAVY V-12 ABSENCE REPORT FOR WEEK ENDING JULY 13, 1945:

<u>NAME</u>	<u>CLASS</u>	<u>HOUR</u>	<u>DAY</u>	<u>DISPOSITION</u>
Name Redacted	Math. 322b	800	7/6, 9	Excused

CIVILIAN ABSENCES:

<u>NAME</u>	<u>CLASS</u>	<u>DAY</u>	<u>DISPOSITION</u>
Names Redacted	Soc. 330	7/9	Excused
	All Classes	7/9, 10	"
	Fr. 321a, Govt. 327	7/13	"
	All Classes	7/13, 14	"
	French 332a	7/13, 17	"
	All Classes	7/13, 14	Unexcused
	All Classes	7/16	Excused
	Fr. 321a	7/13	"
	Psy. 321	7/10	"
	All Classes	7/9, 10, 11, 12	"

These students have dropped all courses:

Names Redacted	7/16/45
	7/16/45
	7/18/45