

FACULTY BULLETIN

VOL. XVII

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No. 4

CONCERNING GRADES (See page 29 of the Catalogue)

Each instructor should place on the Class Report sheet (to be handed in at mid-trimester and at the end of the trimester) the name of all students for whom he has had a Class Admission and Report Card. A grade symbol should be given for each student.

A student is not to be considered withdrawn from a course until he withdraws officially at the Registrar's office. The instructor will receive a drop card giving the date of official withdrawal. Grade symbols should be given with reference to the official date of withdrawal: if on or before December 8, give grade of W plus date; if after December 8 give WP plus date or WF plus date. If a student continues to be absent from your class and you do not receive an official drop card, investigate. Office of the Registrar, the Dean's or the Director of Student Personnel will be glad to "run the matter down." Continued and consistent reporting of absences according to the request of Dr. Richardson's office will bring results in this regard.

MID-TRIMESTER GRADE REPORTS

All mid-trimester Class Report sheets and Class Admission and Report Cards are due in the Registrar's office on or before January 5, 1946. Calculation of the mid-trimester grade should include at least one written test. The date for tests is left to the discretion of the teacher, but it is suggested that not more than one test be given in the same class during the week of Dec. 17-21 or Dec. 28-Jan. 5. Please help us keep before the students that we are still on the accelerated program, that time is valuable, and only one week is granted for the Christmas holidays.

REMEMBER

Please remind your students that Nov. 30th is the last date for the removal of "I" grades left over from the Summer-Fall Trimester.

Jerome Moore, Dean  
Add-Ran College of Arts and Sciences  
and  
S.W. Hutton, Registrar.

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STUDENTS WHO HAVE DROPPED ALL COURSES SINCE NOVEMBER 1;

Names Redacted

ABSENCES

<u>Name</u>	<u>Class</u>	<u>Date</u>	<u>Disposition</u>
Names Redacted	Rel. 312	11/26	Unexcused
	All classes	11/16	Excused
	"	11/19, 21, 28	"
	"	11/22	"
	"	11/26	"
	P.E. & Art	11/16	"
	All classes	11/19	"
	"	11/16-24	"
	"	11/22	"
	"	11/24	"
	"	11/26	"
	"	11/16	"
	"	10/22, 23, 24	"
	"	11/19	"
	"	11/21	"
	"	11/21	Unexcused
	P.T.	11/26	Excused
	All classes	11/21-24	"
	"	11/24	"
	"	11/20	"
"	11/19, 20	"	
"	11/25	"	
"	11/16, 19	"	
"	11/20, 27	"	
"	11/21, 22	"	
Biol.	11/22	"	
All classes	11/27, 28	"	
"	11/16-24	"	
"	11/23, 24	"	
Math	11/24	"	
All classes	11/22, 23, 24, 26, 27	"	
"	11/20-22	"	
"	11/20	"	
"	11/21	"	
"	11/21	"	
"	11/26	"	
"	11/22, 23	"	
"	11/16-26	"	
"	11/26	"	