

CONCERNING THE SUMMER CALENDAR

Please observe the following items on the calendar, some of which are printed on page 3 of the Summer School bulletin:

1. Final examinations in the Six Weeks Courses are to be given on Friday, August 9, or Saturday, August 10. Decision as to the choice of one of these two dates will be left to the instructor. Grade Sheets and grade cards on the Six Weeks courses are to be turned in to the Registrar's office not later than Monday, August 12, at 5 p. m. Instructors who are not to be teaching during the last three weeks of the summer term are required to turn in their grade sheets and grade cards before leaving the University.

2. Please check your roll against your "Class Admission and Report Cards." No one should be permitted to attend your class who has not presented to you one of these cards with the Business Office stamp of "Paid" marked thereon. The cards marked "Paid" are to be turned in with the grade sheets. On them should be noted each date the student has been absent from class during the term.

3. Instructors are requested not to give examinations on August 9 and 10 to students in nine weeks courses.

4. Grades for students who withdraw from your classes officially after July 20 should be reported on the final grade sheets and report cards as "WP" or "WF", denoting that the student "withdrew while passing" or "withdrew while failing." This rule applies to six weeks courses and nine week courses. Do not give a grade of "N" at the end of either summer term. Grades for students who withdraw officially before July 20 are to be "W-plus date of official withdrawal notice."

5. Concerning grade of "I". According to action of the Deans' Council meeting with President Sadler on July 11, 1946, instructors are to be informed that if the grade of "I" is given to a student at the end of a course, the instructor is to attach to his grade sheet a statement as to why the "I" was given, and state further that the instructor assumes the responsibility of changing the grade of "I" to a grade other than "I" within thirty days after the end of the term or semester for which the "I" was given. The grade of "I" should be rarely given, and never simply to avoid giving an "F".

6. According to action of the Deans' Council on July 11, 1946, notice is to be placed in the Faculty Bulletin to the effect that a record of each student's absences be kept by the instructor and that the dates of all absences be submitted at the end of the term or semester on the grade report card turned in to the Registrar's office. Dr. Richardson, Veterans Coordinator, will also request certain information concerning absences on veterans only. The responsibility for deciding what effect an absence has on a student's grade is to be the instructor's and no absence will excuse the student from any amount of assigned work.

7. Registration for the three weeks courses from August 12 to August 31 will be taken care of by the instructors, deans, registrar's office, and business office at any time between now and Tuesday, August 13. No classes will be dismissed for this purpose, and no student may register after August 13. If he has not already registered, a student who wishes to take a three weeks course should report to the instructor to sign an admit to class card on Monday, August 12, which he will then take to his dean for signature before going to the Registrar's office.

8. Baccalaureate, Sunday, August 25, 11:00 a.m.

9. Final examinations for the nine weeks courses are to be given on August 29, 30, 31. In order to avoid the possibility that a student might have to take three examinations in one day, it is requested that instructors give final examinations for their classes which meet before 9:50 a.m. on Friday, August 30; and that examinations for classes which meet at 9:50 or later be given either

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7. (cont'd) on Thursday, August 29, or Saturday, August 31. Examinations for three-weeks courses should be given either on August 30 or August 31.

10. FINAL EXAMINATIONS FOR GRADUATING SENIORS should be given at the discretion of the instructor not later than Thursday noon, August 29. Grades for graduating seniors must be in the office of the Registrar not later than Friday, August 30, at 10 a.m.

11. There will be no pre-registration for the fall term.

12. President Sadler has appointed a committee composed of Dean Moore, Sowell and McCorkle to prepare the class schedule for the fall term. This committee will meet Tuesday afternoon, July 25, at 3 p.m. Departmental heads are asked to consult with Dean Moore before that time should they wish to make changes in the fall offerings.

Jerome Moore, Dean
Add-Ran College of Arts and Sciences

Graduation Exercises 8:00 p.m. Saturday, August 31.