

ROUTINE ITEMS OF INTEREST TO ALL

"I" Grades

1. It is wise to guide students in their work so that no "I" grade is left at the close of the semester. In other words, by all of us working together we can eliminate a large percentage of the "I" grades. The information given by teachers on the reason for these grades reveals a "thousand and one". Thanks for your help!

2. Where an "I" grade has been recorded and the student seeks to remove the "I", send him to the Registrar's Office for the permit. We will determine whether or not he is to pay the fee(\$2.00) and place in his hand the permit which he will bring to you. Then you may let him hand in late work, take an examination, or do whatever is necessary to clear the record. You will then report the grade to the Registrar's Office on the permit.

3. February 27th is the last day for removal of "I" grades. Where extenuating circumstances prevent the student meeting this date we will determine whether the "I" grade can be removed or not. Any recommendation from Dean or Department Head, or Teacher will be given full consideration. Use the permit blank only when submitting grade in removal of an "I".

"Drops and Adds"

1. The first six weeks of the Spring Semester will end March 8. After that date when a student drops a course the teacher must enter on the red card "WP" or "WF" that the record may be clear.

2. Send the student to the Registrar's Office where detailed instructions will be given regarding the procedure.

3. "Drop" and "ADD" are official terms. The student doesn't "Drop" a course by merely "quitting". Neither is a student permitted to attend class without a white "Admit to Class" card in the hand of the teacher. This white card must relate to the specific course and bear the "OK" of the Business Office.

Our Staff

1. We have had two or more of our Registrar's Office staff members out on account of illness recently. This has accounted in part for delays and any shortage in service usually rendered. We appreciate your consideration and thoughtfulness.

S. W. Hutton, Registrar

REPORTING ABSENCES

At the beginning of the semester it again seems advisable to call attention to the faculty reporting absences.

As most of you are aware our policy is to report any student who is absent three(3) consecutive times regardless whether you know the reason for the absence. It is NOT necessary to report single absences unless the accumulation has reached the point of endangering the student's status.

We emphasize the importance of these reports for two reasons: First, T.C.V. is responsible to the Veterans Administration for the absence of veterans. Second, counseling with reference to irregularity of attendance can be effective only if reported promptly.

Thos. F. Richardson
Director of Student Personnel

The following students were absent from all classes Monday, Feb.17, in order to make a journalism field trip to Cleburne, to edit that days' Times-Review:

Francis Barnes
David Erwin
Lynn Fleming
Patsy Greene
Richard Moore

Ralph McCamy
Billy Rae
Mary Anna White
James Willmon
Frances Yelderman

Prof. J. Willard Ridings

The following student have dropped all classes:

Names Redacted