

FINAL GRADE REPORTING:

By way of explanation of what is to come, the following information is being sent to you now. You have just been sent the last of the checking copies of the grade report sheets with an attached sheet of information. If there is any discrepancy you are urged to make it known at once and clarify it now, because grades will not be accepted on any name that has been added to the bottom of the final sheets.

The final grade sheets that you receive near the end of the semester will have on them the names of all students in the class and all students that have dropped out since October 25.

Every student listed should have a grade of A, B, C, D, F, WP, WF, or an I. The following suggestions may clarify our understanding from a record keeping standpoint of what we assume you mean by each grade.

- A -- Exceptional work
- B -- Superior work
- C -- Medium work
- D -- Inferior Work
- F -- Failure
- WP -- Passing when student officially withdrew.
(In this case the teacher should have in possession an official notice from the Tabulating Office indicating that the student has completed the drop. This does not mean that the student merely left the class and did not return. If such is the case, the student is penalized for not completing his own business.)
- WF -- Student failing when he or she officially withdrew
(The same consideration applies to the student who is failing when he or she just leaves the class. An F should be given rather than a WF when the official notice of drop is not in hand.
- I -- The I grade is to be used only in cases where the student has not completed the work but in your estimation should have additional time to complete it and has shown an interest in doing so. In such cases a letter on each student or an "Explanation of "I" grades" form should be filled out so that we will be able to place in the student's folder in the office here some direct information on the circumstances. When the I is given the student has 30 days to secure an "I" removal slip from the Registrar's Office, complete the work, present you with the slip and you return it to us with his or her final grade. If the student makes no effort or fails to produce adequate work to be entitled

to a grade within the limited time the teacher can assist us greatly by making that known and giving us a statement which will clear the records of the I and give the student an F.

No doubt you have already questioned in your mind the matter of putting a WF or WP on the grade sheet when you have been asked to put a WF or WP on the drop cards ever since Oct. 26. There is a duplication in a sense here, but no recording is made of the WF or WP from the drop cards. This data is necessary only in that we may release transcripts to other schools on it and also write letters of honorable dismissal for veterans on the strength of it. We regret this partial duplication but can find no way of getting around it.

Perhaps to many of you this bit of information is a mere elaboration of the obvious, but please bear in mind that there is a number of new members on the Faculty and if this information can help them I feel it worth while. Furthermore, if there are any questions, I would like to discuss them with you at any time, Please drop by or call me.

Hugh A. Eckols
Recording Dept.
Registrar's Office

PLEASE NOTE THANKSGIVING HOLIDAY SCHEDULE

Classes will close for Thanksgiving Holidays at 4:30 P.M., Wednesday, November 26, and will resume at 8:00 A.M., Monday, December 1.

PICTURES FOR THE '48 "HORNED FROG"

Perhaps you have been contacted by Roland Cole, Faculty Editor, through a letter recently, requesting that each Faculty member assist in preparing a photograph for the '48 "Horned Frog". The aim of the '48 "Horned Frog" is to put out a fresh, new impression of the enlarged faculty of Texas Christian University. It is unfair to picture the organization of the University without giving a just representation of the faculty. It is only through your cooperation that suitable pictures can be secured on such a large group of people. Perhaps some of you have pictures in from previous years, but the students want to know how the faculty looked at the time they went to school, so we should keep up each year with having our picture made. Either go to Orgain's Studio and have one made or the editor says he will accept any glossy print, 3" by 3 1/4", that a faculty member may wish to turn in.

Noel L. Keith
Special Assistant to the President

The following students missed classes on Oct. 30, 31, & Nov. 1 to attend with me the College Home Economics Clubs Workshop for Province X of the American Home Economics Association. The Club of Texas Tech was hostess club.

Jeane Herton, State Secretary
Harriett Margo, Local Pres.
Charlotte Garrison, Alternate delegate

Donne M. Enlow, Sponsor, Chi Beta

The following men were absent from all classes Friday, Nov. 14, in order to participate in a "B" football game with the University of Texas:

Conway Nelson	W. R. Mathis	Jimmie Hickey	Lynn Cates
Kenneth Adkins	Frank Lidiack	Floyd Sanders	Bob Armstrong
R. E. Lee	Don Ross	Gene Reed	Johanny Davis
Norman Hughes	Richard Hendrian	Frank Struska	J. W. Coats
Billy Monk	Milton Farmer	J. B. Thompson	James Busby
Dail Golding	John Wheeler	Keith Carpenter	James Barnett
Billy Willingham	Bob Downey	Homer Ludiker	Doyle Gilbert
John Polzine	Roy Pitcock	John Medanich	Bill Elliott
Floyd Olson	David Choate	Garner Wildie	Bill Jewett
Budy Budy	David Wade	Johnny Dunn	Jack Archer
Gene Culbertson	Dan Wildie	Herbert Nam	T. M. Hughes
		George Porter	Bill Hoosier

Walter Roach, Ass't. Coach

ATTENTION PLEASE!

The United Religious Council of T. C. U. would like to request that every teacher make announcement to their classes concerning the Thanksgiving Day Program, Tuesday, November 25th, from 7 to 8 P.M., at the T. C. U. Auditorium, with Dr. M. E. Sadler, speaker. This will be the first opportunity for student body and faculty to hear Dr. Sadler this year. The United Religious Council Choir will be presented for the first time.

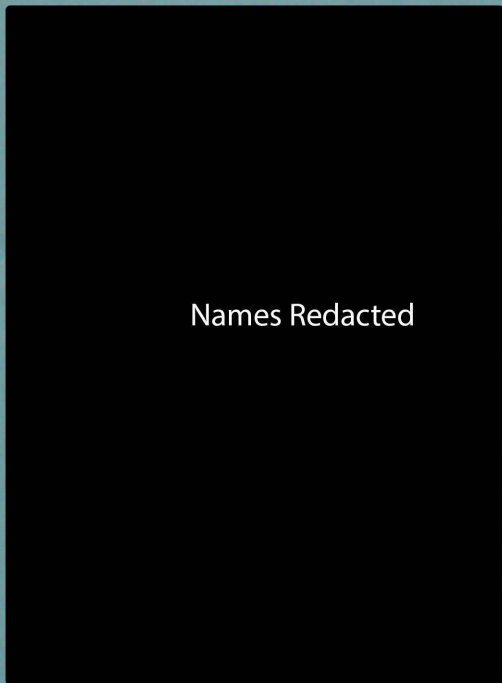
Don J. Ver Duin
Director of Religious Activities

ALL FACULTY AND ADMINISTRATIVE STAFF ARE REQUESTED TO MAKE THEIR CONTRIBUTION TO THE WORLD STUDENT SERVICE FUND. ALL GIFTS MUST BE IN BY NOVEMBER 25th.

Your cooperation will be greatly appreciated.

Don J. Ver Duin

The following students have dropped all courses:



- 11-12-47
- 11-10-47
- 11-12-47
- 11-13-47
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- 11-18-47