

## FOR GUIDANCE OF TEACHERS

As the grade report is to be made on each student very soon this word of guidance is offered. If all teachers will grade in keeping with the grading system published in the catalog we will speak the same language so far as grading is concerned.

- A - Reserved for exceptional work
- B - Implies superior work
- C - Means medium work
- D - Means inferior work
- F - Means failure
- I - Means incomplete (must be removed within thirty days of the semester immediately following or it becomes an F). The fee for removing an "I" grade is \$2.00. Where a teacher gives an "I" grade written word must accompany the grade sheet indicating the reason for the "I".
- N - "No grade" (Is not to be used at the close of semester)
- WP - Used when student drops a course while making a passing grade. This means an official drop, not just quitting the course.
- WF - Used when a student drops a course after the first six weeks and is failing at the time he drops the course.

Please be accurate in assigning grades for every inaccuracy entails unnecessary work in the offices and causes embarrassment to all concerned. All grades must be turned in within 48 hours after the final exam period for a given class.

S. W. Hutton, Registrar

## ATTENTION PLEASE!

The Bookstore does not furnish desk copies of the text books to the instructors. We would appreciate each department writing to the Publisher for the desk copies they wish before each semester begins. When you get books from the Bookstore it decreases our stock of books for the students. Sometimes, the books are not replaced until late in a semester when we no longer have use for the text. We cannot always get a return privilege on a book which results in our carrying "dead stock" for which there is not a demand.

Thank you for your cooperation in getting you own teachers' copies.

Louise Rumely, Mgr.  
T. C. U. Bookstore

The following students have dropped all courses:

Names Redacted

2-16-47  
2-20-47  
(E.C.)  
2-15-47  
(E.C.)  
2-15-47  
2-13-47  
1-15-47  
2-19-47  
2-13-47  
12-22-47  
12-20-47  
1-25-47  
-20-47  
10-8-47

Names Redacted

12-30-47  
12-1-47  
1-5-48  
1-5-48  
12-2-47  
(E.C.)  
1-5-48  
1-5-48  
O) 1-7-48  
O) 1-7-48  
12-31-47  
1-8-48  
1-8-48  
1-10-48